## **TABLE OF CONTENTS**

SECTIO	ON 1 INTRODUCTION	2
	ON 2 GENERAL GUIDELINES FOR GRANT ACCOUNTING	
SECTIO	ON 3 ORGANIZATIONAL AND STRUCTURAL OVERVIEW	5
STAF	RS Classification Structure	5
Gran	it and Subgrant Coding	6
	Centers	
Alloc	ating Grants	9
Dum	my Grants	10
	saction Codes	
	ON 4 GRANT CONTROL TABLE	
	Grant Control Table Maintained By The Agency	
	Exhibit 4-1 - Grant Control Table	
	Grant Control Table Maintained By The Division Of Accounts	
	Exhibit 4-2 – Grant Information Request Sheet	
	Exhibit 4-3 –Sample Grant Information Request Sheet	
	ON 5 RECORDING GRANT TRANSACTIONS	
	Recording The Grant Award	
	Interdepartmental Grants	
	Grant Obligations	
	General Guidelines For Grant Disbursements	
	Subgrantee Advances	30
	Distribution Of Payroll Costs	
	Indirect Cost	
	Depreciation (Use Charge)	
	Program Income	
I.	Drawing And Depositing Grant Funds	35
	Exhibit 4-4 - State Trust Of Tennessee Fedwire & ACH Procedures	
	Exhibit 4-5 - Treasury Initiated Journal Voucher	
	Exhibit 4-6 – Department Initiated Treasury Journal Voucher	
	Exhibit 4-7 - Fedwire Transfer Treasury Journal Voucher	
	Exhibit 4-8 - Deposit Certification	
	Recovery Of Monies And Refunds	
	Exhibit 4-9 - Z-Type (Draw) Journal Voucher To Refund Current Year Grant Revenue.	
	In-Kind Transactions	
	Recording Other Matching Transactions	
	Year-End Procedures	
	ON 6 – ON-LINE GRANT INQUIRES	
	Exhibit 4-10 - Master Menu	
	Exhibit 4-11 - Table Maintenance Menu	
	Exhibit 4-12 - Cost Center Table Maintenance	
	Exhibit 4-13 - Grant Control Table Maintenance	
	Exhibit 4-14 - Descriptor Table Menu	
	Exhibit 4-15 - Master Menu	
	Exhibit 4-16 - File Inquiry Menu	
	Exhibit 4-17 - Grant File	
	ON 7 GRANT REPORTS	
н.	Introduction	ರ

#### **TABLE OF CONTENTS**

B.	Grant Status Report (829-01)	64
	Exhibit 4-18 – Grant Status Report (829-01)	66
C.	Schedule Of Grant Activity (830-01)	67
	Exhibit 4-19 – Schedule Of Grant Activity (830-01)	
D.	Grant Drawdown Report - Monthly (832-01)	70
	Exhibit 4-20 - Monthly Grant Drawdown Report (832-01)	73
E.	Grant Expenditures By Object Report (834-01)	74
	Exhibit 4-21 – Grant Expenditures By Object (834-01)	76
F.	Grant Expenditures By Object Report (835-01)	77
	Exhibit 4-22 – Grant Expenditures By Object (835-01)	79
G.	Monthly Grant Transactions By Grant Field Report (836-01)	80
	Exhibit 4-23 – Grant Expenditures By Object (836-01)	82
Н.	Daily Grant Drawdown Report (833-01)	
	Exhibit 4-24 – Grant Drawdown Report (833-01)	86
APPE	NDIX	87
A.	Transaction Codes that Post the Grant File – By Grant File Field	87
B.	Transaction Codes that Post the Grant File - By Transaction Code	97
C.	Glossary	106

## **SECTION 1 -- INTRODUCTION**

- A. **AUTHORITY:** Tennessee Code Annotated; Department of Finance and Administration Policy and Procedure Manual, Policy 20 and other applicable State and Federal rules, policies, regulations and statutes.
- B. **PURPOSE:** To provide uniform guidance to State agencies and departments regarding the recording of grant expenditures and revenues.
- C. **APPLICATIONS:** Instructions provided herein are applicable to all State agencies and departments who must record and monitor grant activity within their organizations and whose financial records are maintained on the State of Tennessee Accounting and Reporting System (STARS).

## **SECTION 2 -- GENERAL GUIDELINES FOR GRANT ACCOUNTING**

The State of Tennessee Accounting and Reporting System (STARS) grant file is used to capture, identify, and report transactions related to grant programs. This chapter provides users with an understanding of the functional capabilities of the grant file and provides instructions on how to use STARS grant screen displays and reports.

The grant file provides a means to collect, summarize and report accounting data (requisitions, encumbrances, expenditures, and revenue/receipts) for State administered grant programs. Reports and screens display grant status.

All State departments and agencies must use the grant file to record all financial information associated with grants received by the State of Tennessee, in accordance with Department of Finance and Administration Policy 20.

The major purposes of the grant file are:

- A. To provide an automated and timely process for data collection and financial reporting for grant programs administered by the State.
- B. To eliminate manually compiling revenue and expenditure data in order to monitor and report activity related to State administered grant programs.
- C. To allow users to collect, maintain, and report financial activity for State administered grant programs that have activity in more than one State fiscal year.
- D. To group grant financial data related to sources of funding (Federal, State, and Other), including different divisions within departments, into a single source for reporting grant activity.
- E. To provide daily reports of grant expenditures, indirect costs, advances to subgrantees, and program income related to particular sources of funding for the purpose of executing timely reimbursement requests to grantor agencies, especially Federal agencies.
- F. To provide accurate, consistent, and timely grant accounting information to assist in day-to-day decision-making.
- G. To provide accurate grant accounting information for preparation of the Schedule of Expenditures of Federal Awards.

STARS provides the basic types of information necessary to properly manage a function as complex as grants management. However, due to the great diversity of grant goals and objectives, very few financial management systems can provide all the financial information in the format needed to properly manage all grant programs. The focus of STARS is (1) to automate grant related functions to provide information necessary for the overall

management of State grant programs and (2) to provide as much financial information as possible.

Some of the major grant functions are described below with an overview of STARS capabilities as related to each function. These are listed in the order of occurrence in the life of a grant.

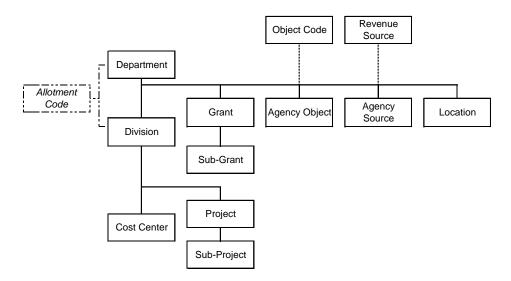
- A. <u>Filing Grant Applications</u> The grant file provides historical cost data that can be used in the development of grant budgets.
- B. <u>Maintaining Award Information</u> STARS provides a record of grant award information in the grant control table.
- C. <u>Funding Percentages</u> The funding percentages are automatically applied to each transaction recorded with a grant code, also known as a grant number. The Federal portion is calculated and reflected to agencies on the daily grant drawdown report.
- D. <u>Recording Eligible Transactions</u> STARS provides a means to record all transactions for the receipt and expenditure of grant funds to the grant file.
- E. <u>Meeting Federal Reporting Requirements</u> The accounting information needed to complete Federal reports is obtainable from the STARS reports and screens and must be the basis for reporting to grantors and for the drawdown of Federal funds.
- F. <u>Providing Information for the Single Audit Report</u> STARS provides a record of the grant accounting information to generate the Schedule of Expenditures for Federal Awards.

## **SECTION 3 -- ORGANIZATIONAL AND STRUCTURAL OVERVIEW**

This section outlines the STARS classification structure used in grant accounting, discusses the use of grant and subgrant codes, addresses the use of cost centers in recording grant activity, and provides information regarding the use of allocating and dummy grants. Refer to the STARS Manual for additional information on STARS functionality.

#### **STARS Classification Structure**

The diagram below shows the structural relationship of the various codes used in defining and classifying grants. A description of each box follows the chart.



### **Definitions:**

- **Grant** (required) a 3 digit alphanumeric code that, coupled with the department code, is used to uniquely identify and capture the accounting activity of specific components of a funding award (see the following subsection for further discussion on assigning and using grant codes).
- **Subgrant** (optional) a 3 digit alphanumeric code that may be added to the grant code to define elements of grant activity at a lower level (see the following subsection for further discussion on assigning and using subgrant codes).
- Department (required) a 3 digit numeric code defining the highest organizational level

- **Division** (required) a 2-digit numeric code that is subsidiary to, and unique within, a department code. The combination of department and division codes is known as an **allotment code** or **budget code**.
- Cost Center (required) a 1-5 character alphanumeric code that is unique within each division code. The cost center (also known as an **index code**) is normally used to classify activity at a functional level, but may be used to record information by such attributes as Federal grant, geographic location, facility, or type of funding source (further discussion on using cost centers follows the grant coding section).
- Project and Subproject (required in certain Funds, not allowed in most Funds) Two 3-character alphanumeric codes that are unique within a division code. These codes are restricted for use in tracking activity of a "project" nature, occurring within specific funds (e.g., Capital Projects, System Development, etc.), and normally having durations exceeding one year.
- **Location** (optional) a 2-character alphanumeric code unique within a department code. This code is normally used to identify activity to a geographic location (e.g., county) but may be used by an agency for any classification purpose.
- Object (required for expenditure transactions) a 3-character alphanumeric code established at the statewide level to identify the commodity or service obtained by expenditure. The object code consists of a 2-character major object plus a 1-character minor object.
- **Agency Object** (optional for expenditure transactions) a 3-character alphanumeric code unique within a department code. The agency object is used to classify expenditures at a specialized (agency-specific) and more detailed level than the object code.
- **Revenue Source** (required for revenue transactions) a 3-character alphanumeric code established at the statewide level to classify revenue according to its source.
- **Agency** (**Revenue**) **Source** (optional for revenue transactions) a 3-character alphanumeric code unique within a department code. The agency source is used to classify revenue at a specialized (agency-specific) and more detailed level than the revenue source code.

## **Grant and Subgrant Coding**

STARS provides a flexible grant coding system by combining the department number with a three digit alphanumeric code for **grants**, which may be used with a three digit alphanumeric code for **subgrants**. Grant and subgrant codes are generally assigned by the department. Where several independent organizations (e.g., commissions, authorities) share a department code, grant codes are coordinated by the STARS Development Section in the Division of Accounts.

Subgrants should be used in instances where it is desirable to separate a grant into two or more components such as programs within a grant or other reporting categories required by the Federal agency. A key feature of subgrants is that they are listed separately on STARS reports and then totaled at the grant level. Some typical uses of subgrants would be:

- Keeping track of a grant award that requires different match ratios for different classes of expenditures (e.g., administrative costs being matched at a different ratio than program costs)
- Monitoring grants that have various components, which must be maintained at a certain percentage of the total award
- To separate cash flow components within grant award that are required to follow different drawdown methodologies to comply with the terms of the Cash Management Improvement Act (CMIA) Treasury State Agreement
- Monitoring State contributed dollars required for grants that stipulate a maintenance of effort requirement (i.e., maintaining State expenditures at a predefined level)
- Recording the funding sources of multi-funded interdepartmental grants

It is recommended that each department use a logical coding scheme designed to provide ease of understanding for users both internal and external to the department, and to facilitate management and control of grants. Grant codes may be reused if they have been purged from the grant file and grant control table (grants having no activity or changes over a long term, currently six years, will be periodically purged). Some typical ways to use coding to organize grants/subgrants would be:

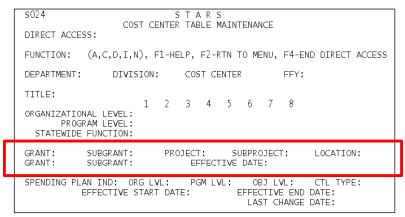
- If it is a one-time grant, use a 3 digit alphabetic acronym for the grant (e.g., BBU for the Bench Book Update grant) or if it is an annual grant and is purged within a ten year period, use a 2 digit alphabetic acronym for the grant and denote the year of the decade in the third digit (e.g., FN1, FN2, FN3, etc., for the Food Nutrition grant in 2001, 2002, 2003)
- If you have only one annual grant you could use "Y" followed by a two digit numeric code indicating the year in which the grant is awarded (i.e., Y96, Y97, Y98, etc.)
- Coupled with the above scenarios, subgrants could be set up to track activity by division using D01, D02, D03... or by quarter using Q01, Q02, Q03...
- Use sequential numbering for all 3 digits (grant or grant/subgrant) and maintain a cross reference guide (this could be enhanced by using a descriptive alpha character for the first digit, like J for juvenile, to identify broad categories and then use sequential numbering and a cross reference)

**NOTE:** Blank spaces may be used in grant and subgrant coding but <u>not</u> as the first character.

#### **Cost Centers**

In order to reduce the volume of transaction coding and the potential for error, the cost center code may be defined to have a one-to-one relationship with certain other codes. If this relationship exists, it is necessary to code only the cost center and STARS will "look up" and post the other code(s). The cost center can be related to project/subproject, location, and grant/subgrant.

The STARS S024 Cost Center Table Maintenance screen (shown below) is used to define the relationships.



Cost centers are unique for State funding fiscal years (FFY). Because a grant may become effective after the beginning of a fiscal year or a continuing grant program may change codes during a fiscal year, the cost center table can be configured to post different grants during two defined periods (see Section 5.M for year-end procedures).

The following example from a FFY 04 cost center specifies that Grant 1T3, Subgrant F00 is to be looked up and posted by this cost center from its inception (July 1 effective date or the date that the cost center was created, whichever is later):

```
GRANT: 1T3 SUBGRANT: F00 PROJECT: SUBPROJECT: LOCATION:
GRANT: 1T4 SUBGRANT: F00 EFFECTIVE DATE: 100103
```

The second row specifies that all transactions with effective dates on or after October 1, 2003 be posted to Grant 1T4, Subgrant F00. (If it is necessary to use the first row grant/subgrant codes in a transaction on or after October 1, 2003, you must enter those codes in the transaction to override the look-up).

**NOTE:** The cost center look-up can always be overridden by entering a different grant/subgrant code in the transaction. However, there is no way to override a cost center look-up to post <u>no</u> grant (instead, a "dummy" grant code could be used to post the activity where it will not be reported).

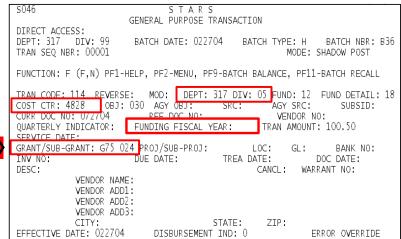
**Warning:** When transaction batches are manually created in STARS, grant/subgrant codes are looked-up and added to each transaction as it is entered. If an error is found and department, division, funding fiscal year (FFY), and/or cost center codes must be changed, STARS will NOT automatically change the grant/subgrant codes that were previously looked-up (changing department or division codes changes the cost center, even if the code remains the same - e.g., Cost Center 100 within Division 01 is entirely different than Cost Center 100 within Division 02).

Therefore, when <u>changing</u> the department, division, FFY, or cost center codes on the STARS transaction entry screen, it may also be necessary to change the grant/subgrant codes by:

- Manually clearing (deleting) the grant/subgrant fields so that...
  - The corrected cost center can look up the correct grant or...
  - No grant is posted (when the corrected cost center does not look-up a grant)

Or

 Overtyping the grant/subgrant fields with the correct codes



If a batch has been "completed" and is to be corrected by the Pre-Audit Section in the Division of Accounts (this includes interface batches), provide instructions on which grant/subgrant codes are to be changed.

Cost centers may also be defined to exist within STARS organization and program structures. These structures permit grouping and "roll-up" of cost center activity in certain reports. Organizations exist below the division code level and programs exist below the department level. Programs are ideally suited to group cost centers with direct relationships to grants since such activity may cross division lines.

Considerable care should be taken in the design of cost centers. The individual responsible for STARS maintenance should work closely with the grants/program staff to ensure that Federal reporting needs are met. Contact the STARS Development Section in the Division of Accounts for assistance.

## **Allocating Grants**

Allocating grants are used when a transaction should be recorded to several grant codes based on fixed percentages (e.g., when expenditures are to be reimbursed by more than one grant, where multiple subgrant codes are used to differentiate funding components of a single grant, etc.). Allocating grants are used in some cases for interdepartmental grants. The grant control table can be used to establish allocating grants (see **Section 4**).

Activity coded to an allocating grant is automatically recorded in two to nine 'allocated-to' grants in the specified ratios. The total of the percentages allocated to other grants must equal 100%. Therefore, the allocating grant will never have balances in the grant file. However, activity in the allocating grant is recorded in the STARS operating file.

STARS will not allow the establishment of an allocating grant that distributes costs to another allocating grant. If a transaction requires allocation to more than nine grants, the allocation process must be documented off-line in a spreadsheet or other appropriate format and the results of the allocation then recorded in STARS. Alternatively, the Cost Allocation System may be used to perform the allocation at month-end.

## **Dummy Grants**

This term refers to any code in the grant control table that is used to record activity that is not related to a real grant. Dummy grants must be coded to exclude them from the Schedule of Expenditures of Federal Awards. The record's 'Description' field should make clear its purpose.

#### **Transaction Codes**

STARS processing is managed by Transaction Codes (TC). A TC is a component of each transaction. Transaction codes serve to facilitate financial posting in two principle ways:

- 1. Transaction Codes ensure that the general ledger is kept in balance. All transaction codes contain at least one, and as many as four, debit/credit pairs. Because each TC contains both a debit and credit, the general ledger remains in balance.
- Transaction Codes, in addition to determining the general ledger debit/credit postings, also establish how, and to which financial files, the transaction posts. A TC may post to one or more of these financial files. Grant-related transactions are primarily recorded in the Grant and Operating financial files.

#### **Reverse Indicator**

Occasionally it is necessary to reverse the effect of a TC. STARS transactions include a "Reverse Indicator" for this purpose. Normally, this indicator is blank. The following values are possible:

- R Manually entered or created by an interface file to reverse certain Transaction Codes.
- G Automatically generated by STARS to reverse the effect of a Transaction Code when an allocating grant is involved. When a transaction posts to an allocating grant, STARS creates an identical transaction with a "G" to reverse the posting as the allocation process takes place. The allocating grant is left, thereby, with a zero balance in the Grant file.

T - Automatically created by STARS to adjust for allocating grants transactions that have an "R" in the Reverse Indicator position. If the "R" transaction is applied to an allocating grant, the balance in STARS for that grant will become negative. To correct this condition, STARS creates an additional transaction with a "T" in the Reverse Indicator position. This transaction has the reverse effect of the "R" transaction. See the below example of a payroll transaction that is redistributed by the Labor Distribution System (LDS):

Source	тс	Allocatin AC	-	Allocated-		Allocated-	
Payroll JV STARS Allocation	117 117G 117	100.00	100.00	75.00		25.00	
LDS (Reversal of Payroll JV) STARS adjustment	117R 117T	100.00	100.00		75.00		25.00
LDS (Redistribution) STARS Allocation	117 117G 117	100.00	100.00	75.00		25.00	
Total Activity Remaining Balance		300.00	300.00	150.00 75.00	75.00	50.00 25.00	25.00

## **SECTION 4 -- GRANT CONTROL TABLE**

The **Grant Control Table** (**Exhibit 4-1**) includes pertinent information related to the grant (i.e., Federal funding percentage, maintenance of effort, Federal grant name and number, etc.). This table uniquely identifies each grant with a grant/subgrant code assigned by the department. The grant/subgrant code can be keyed when the transaction is entered or automatically "looked-up" through an informational segment of the cost center table. Grant accounting reports are generated through the recording of transactions with the grant code established in the grant control table. For assistance in using this table, contact the STARS Development Section of the Division of Accounts.

## A. Grant Control Table -- Maintained by the Agency

Most departments have been given direct access to the Grant Control Table to establish grants and enter the pertinent and required grant information. The grant must be established in the Grant Control Table before the grant code can be used in STARS.

The Grant Control Table is accessed via STARS Screen 26 (located in the Table Maintenance group). All STARS users may view this table but permission to add or update records is limited to authorized users. Agency fiscal officers must request this permission by submitting a STARS security form to the Financial Control Section in the Division of Accounts.

**NOTE:** The Division of Accounts retains add/update authority for agencies that share STARS Department Codes 316 and 332. Requests for Grant Control Table entry are made by sending a completed "Grant Information Request Sheet" (**Exhibit 4-2**) to the STARS Development Section. (See **Section 4.B**.)

#### **EXHIBIT 4-1 - GRANT CONTROL TABLE**

```
S026
                     STARS
                   GRANT CONTROL TABLE
DIRECT ACCESS: ..
FUNCTION: . (A, C, D, I, N), F1-HELP, F2-RTN TO MENU, F4-END DIRECT ACCESS
DEPARTMENT: ... GRANT: ... SUBGRANT: ...
                                 CLOSE DATE: .....
GRANT TYPE: . FED AGENCY: .... FED CATALOG NO: ..... FED FFY: ..
FED GRANT NO: ..... FED LETTER OF CREDIT NO: .....
LOCATION: ..
FUNDING FORMULA: FEDERAL SHARE ..... STATE SHARE ..... OTHER SHARE .....
                               SCHEDULE: .
FUNDING DISTRIBUTION
 GRANT PCT GRANT PCT GRANT PCT
                                                GRANT PCT
 .....
                              LAST CHANGE DATE:
```

The Grant Control Table includes three key fields that make each record unique: **Department**, **Grant**, and **Subgrant**. These fields may not be altered after the record is initially added.

## **Changing the Grant Control Table**

All fields other than Department, Grant, and Subgrant can be changed, with the understanding that any changes made are effective immediately. For example, if the Federal/State funding ratio changes from 90%/10% to 80%/20%, then all transactions from the point of change forward are calculated at 80%. Information on the Grant Status Report (AG05B829-01), Schedule of Grant Activity (AG05B830-01), Grant Drawdown Report (monthly) (AG05B832-01), Grant Expenditures by Object Report (AG05B834-01), and Grant Expenditures by Object Report (AG05B835-01) are recalculated retroactively based on the new funding percentage. On the Daily Grant Drawdown Report (AG05B833-01), prior transactions are not recalculated at the 80% rate, but remain at 90%. Therefore, the yearto-date amounts must be analyzed to determine necessary corrections to previous draws. See Section 7 for more details on using and viewing these reports.

**NOTE:** Under normal circumstances, do not change a grant from allocating to non-allocating or vice versa. Doing so creates reporting continuity problems because allocating grant activity is not recorded in the Grant file, but is recorded in the Operating file. Therefore, reports originating from the two files give different results.

#### **Grant Control Table Entries**

The following section describes each field in the Grant Control Table. It is important that accurate data is entered in each field. If some information is not known when the record is created, use an appropriate annotation (see individual field descriptions for allowable values) and change the record when the correct information becomes known.

GRANT CONTROL TABLE FIELDS (See Exhibit 4-1)						
Field	Description	Usage				
DIRECT	Used to switch to another STARS screen by entering that	Optional				
ACCESS	screen's two-digit number and pressing <b><enter></enter></b>	(navigation)				
FUNCTION	<b>A</b> =Add, <b>C</b> =Change, <b>D</b> =Delete, <b>I</b> =Inquire, and <b>N</b> =Next	Mandatory				
	Security permission is required for Add, Change, and Delete. Delete must not be used in place of a Close Date. (Only the Division of Accounts can delete a grant record.) Inquire can be used by any user to look at information in the grant control table for a particular grant. Inquiry is performed on the key fields in the table: Department; Grant; Subgrant.  Next is used to scroll through all grants in alphanumeric order, beginning with the record recalled via Inquire.					
DEPARTMENT	The first three digits of the agency's allotment code. <b>NOTE:</b> The grant control table does not identify grants by division within a department.	Mandatory (Key Field)				

Page 13 of 114

	GRANT CONTROL TABLE FIELDS (See Exhibit 4-1)	
Field	Description	Usage
GRANT	Agency-assigned alphanumeric code of up to three characters. Where more than one administering agency exists for a department code, ranges of allowable grant codes will be assigned by the Division of Accounts. See Section 3 for guidance on developing a coding structure.	Mandatory (Key Field)
SUBGRANT	Agency-assigned alphanumeric code of up to three characters. See Section 3 for a discussion of subgrants.	Optional (Key Field)
	Each department/grant/subgrant combination constitutes a unique record in STARS. Therefore, STARS reports list them individually. STARS reports display totals at the subgrant and grant level.	
CLOSE DATE	<ul> <li>Indicates the STARS effective date as of which no further transactions can post to a grant. This date should normally be after:</li> <li>1. The AG05B830-01 Schedule of Grant Activity ending balance is zero at the end of the preceding Fiscal Year and</li> <li>2. The agency is certain that the grant will have no more activity, including balances of contracts and encumbrances in the Grant file.</li> <li>STARS will reject transactions, using Error Code EJ4 (grant closed), that have effective dates on or after the Close Date.</li> <li>The grant control record and its associated grant file data will normally be purged from STARS if the close date precedes the purge date by a minimum of six years. (Purging is the only acceptable way to remove a grant record from STARS).</li> <li>Close Date does not appear in either the grant file or grant reports.</li> <li>Close Date excludes grants from STARS reports beginning with reports for the month that includes the Close Date.</li> </ul>	Optional (MMDDYY)
GRANT TYPE	Valid values:  1 - grants funded entirely from one source 2 - grants funded from more than one source 3 - allocating grants funded entirely from one source 4 - allocating grants funded from more than one source Grant Type does not appear on the grant file or any of the grant reports.	Mandatory

	GRANT CONTROL TABLE FIELDS (See Exhibit 4-1)					
Field	Description	Usage				
FED AGENCY	Four-digit code that identifies the Federal grantor agency. It must exist in the STARS D-41 descriptor table (Screen A23, Option AQ) before it can be used in the grant control table. If the proper code is not in STARS, notify the STARS Development Section in the Division of Accounts. The Code '0023' can be used for grants from other-than Federal sources, or it can be left blank.	Optional				
	The Federal Agency appears on Report AG05B830-01 (Schedule of Grant Activity) and the drawdown reports (AG05B832-01 / 833-01).					
FED CATALOG NO	The CFDA (Catalog of Federal Domestic Assistance) Number is an identification number used by the Federal Government to identify specific categories of grants. It can be found on the grant award notice, on the grant application, on the announcement of grants, or from the Federal grant contact person. The CFDA can also be researched using the Internet site <a href="http://www.cfda.gov/">http://www.cfda.gov/</a> . The CFDA should be provided by a State grantee agency to State subgrantees. It must exist in the STARS D-40 descriptor table (Screen A23, Option AP) before it can be used in the grant control table. If not in the descriptor table, notify the STARS Development Section in the Division of Accounts.  Other valid values for this field:  "N/A" can be used for non-federal grants and Federal grants that do not have CFDA numbers.  "Submt" can be used to indicate that a CFDA number is to be obtained later.  NOTE: As soon as a CFDA number has been identified for a Federal grant, replace "N/A" or "Submt" with the number.  The CFDA Number appears on the drawdown reports (AG05B832-01 / 833-01).	Mandatory				
FED FFY	A two-digit <u>Federal</u> Fiscal Year in which the grant began. Use the State's fiscal year for non-federal grants.	Mandatory				
	The Federal Fiscal Year appears on the drawdown reports (AG05B832-01 / 833-01).					

GRANT CONTROL TABLE FIELDS (See Exhibit 4-1)					
Field	Description	Usage			
FED GRANT NO	Up to a 14-character alphanumeric grant number assigned by the grantor. The Federal Grant Number should be used by the grantee State agency. Where no number is applicable, use "N/A".	Mandatory			
	The Federal Grant Number appears on the drawdown (AG05B832-01 / 833-01) and grant activity (AG05B830-01) reports.				
FED LETTER OF CREDIT NO	The Federal account number under which funds are drawn. This does not appear in the grant file or any grant reports.	Optional			
DESCRIPTION	Grant title or other descriptive information up to 40 characters. If this is an allocating grant or a "dummy" grant, describe it as such.	Mandatory			
	The Description / title appears on all the grant reports, but is sometimes truncated due to space restrictions.				
LOCATION	Two-digit department-defined code normally used to identify a geographic location (e.g., county, region, etc.). It must exist in the STARS D-37 descriptor table (Screen A23, Option AN) before it can be used in the grant control table. Location is unique within a department code, so agencies that share department numbers should contact the STARS Development Section in the Division of Accounts for assistance in using this field.	Optional			
	The Location appears on the drawdown reports (AG05B832-01 / 833-01).				
MAINTENANCE OF EFFORT	A fixed amount that the State is required to contribute to the grant program. It is not based on expenditures. Enter up to a 12-digit dollar amount plus decimal cents, if required (NNNNNNNNNNNNNNNNN).	Optional			
	Maintenance of Effort is an information-only field and does not appear in the grant file or on the STARS grant reports.				
START DATE and END DATE	Six digits in MMDDYY order. These dates indicate the grant period and both appear on the drawdown reports (AG05B832-01 / 833-01) and Grant Activity Report (AG05B830-01). Neither are mandatory fields and either or both can be used.	Optional			
	STARS issues a non-fatal warning when transactions are entered outside this period.				

GRANT CONTROL TABLE FIELDS (See Exhibit 4-1)					
Field	Description	Usage			
FUNDING FORMULA Federal Share	A percentage specifying the share of funding to be provided by Federal, State, and Other sources. Enter a zero or one followed by a decimal and four more digits. The sum of all shares must equal 1.0000.	Mandatory			
State Share Other Share	NOTE: If this grant is documenting a grantee/subgrantee relationship between two State agencies, see Section 5.D.2.b., "Interdepartmental Grants", for instructions on entering a funding formula.				
	Note that only "Federal" and "Other" appear on the AG05B832-01 and AG05B833-01 drawdown reports.				
SCHEDULE	Categorizes Federal grants for use in preparing consolidated statewide reports. Valid values:	Mandatory			
	<ol> <li>The activity will appear on the <u>statewide</u> Schedule of Expenditures of Federal Awards. Use when the grantor is the Federal Government.</li> <li>The activity should not appear on the <u>statewide</u> Schedule of Expenditures of Federal Awards. Use when this is a subgrant from another State agency or when the grantor is not the Federal Government.</li> </ol>				
FUNDING DISTRIBUTION	For Allocating Grants Only (Grant Type 3 or 4). Used to reallocate activity from this grant to two to nine specified grants. 100% must be allocated. Activity for the original grant will continue to be recorded in the STARS operating file while activity for the allocated-to grants will be recorded in the grant file.  NOTE: Activity can be allocated 100% to a single grant by recording it in two positions (example: a 50% distribution for each).	Optional			
GRANT (x9)	The grant or grant/subgrant codes to which costs are to be reallocated. These must exist in the Grant Control Table.				
PCT (x9)	The 4-digit percentage to be allocated to the associated grant. Do not use a decimal point (e.g., for 22.67% enter '2267'). The sum of all PCT fields must equal 10000 (100.00%).				
LAST CHANGE DATE	The last date on which any table maintenance (Add or Change) was performed	Designated by STARS			

## B. Grant Control Table -- Maintained by the Division of Accounts

The Department of Finance and Administration, Division of Accounts administers the grant control table for some departments, boards, and commissions that share department codes (currently Codes 316 and 332). In these cases, the agency submits a "Grant Information Request Sheet" (See Exhibit 4-2) to the STARS Development Section in the Division of Accounts to establish each grant and enter the grant information. The information that is included on the request sheet must be as correct and as complete as possible. For more details, refer to the "Grant Control Table Fields" descriptions in Section 4.A and the "Grant Information Request Sheet" instructions following Exhibit 4-2.

#### **Adding Grants**

A "Grant Information Request Sheet", indicating "Add", must be submitted to the STARS Development Section in the Division of Accounts for each grant that is established in the grant control table. The request sheet may be submitted to establish a grant without all the required information if such information is not available at the time the grant needs to be established.

## **Changing the Grant Control Record**

To update information for a grant already in the grant control table, submit a "Grant Information Request Sheet" to the STARS Development Section in the Division of Accounts indicating "Change". The request sheet should show the updated or corrected information to be changed.

All fields other than Department, Grant, and Subgrant can be changed, with the understanding that any changes made are effective immediately. For example, if the Federal/State funding ratio changes from 90%/10% to 80%/20%, then all transactions from the point of change forward are calculated at 80%. Information on the Grant Status Report (AG05B829-01), Schedule of Grant Activity (AG05B830-01), Grant Drawdown Report (monthly) (AG05B832-01), Grant Expenditures by Object Report (AG05B834-01), and Grant Expenditures by Object Report (AG05B835-01) are recalculated retroactively based on the new funding percentage. On the Daily Grant Drawdown Report (AG05B833-01), prior transactions are not recalculated at the 80% rate, but remain at 90%. Therefore, the year-to-date amounts must be analyzed to determine necessary corrections to previous draws.

#### **Closing a Grant**

When a grant is to be closed, a letter must be written to the STARS Development Section in the Division of Accounts, referencing the grant code and requesting that the grant be closed as of a specified date. The letter should be written only if no further financial activity is anticipated and the grant activity balance was zero at the end of the prior State fiscal year. A copy of the latest Schedule of Grant Activity (AG05B830-01) should be attached to the letter.

When the request to close a grant is received in the Division of Accounts, the Close Date will be recorded in the grant control table. **NOTE:** STARS will reject transactions using error code EJ4 (grant closed) that have effective dates on or after the Close Date.

The grant will be purged from STARS if the Close Date is greater than six years old and there has not been any activity for six years. Purging is the only acceptable way to remove a grant record from STARS.

## **Grant Information Request Sheet Instructions (See Exhibit 4-2)**

See the "Grant Control Table Fields" descriptions (following Exhibit 4-1) for instructions on the use of each table field. The following special fields are found on the "Grant Information Request Sheet":

GRANT INFORMATION REQUEST SHEET					
Special Field Name	Description / Instructions				
Request: Add	Check, if this is a new grant (includes adding a subgrant code to an existing code)				
Change	Check, if this is a change to an existing grant/subgrant code.				
Requesting Agency Name (Required)	The name of the requesting agency				
Requesting Agency Allotment Code (Required)	The requesting agency's department/division				
Date (Required)	The date the request is being made				
Person Requesting (Required)	Name of the person completing the form (agency contact)				
Telephone (Required)	Telephone number of the person completing the form to resolve any question on the form				
Source of Other Share (Required if Other Share > 0.00)	Describe the source of "Other" funding, if any				

See Exhibit 4-3 for a completed example of the "Grant Information Request Sheet".

## **EXHIBIT 4-2**

# STATE OF TENNESSEE GRANT INFORMATION REQUEST SHEET

Request: Add Change
Requesting Agency Name:
Requesting Agency Allotment Code: Date:
Person Requesting: Telephone:
Department Code: Grant: SubGrant: (3 digit-AN) (3 digit-AN)
Grant Type: Federal Agency #: Federal Catalog #: (4 digit-N) Federal Catalog #: (8 digit-AN: XX.XXXXXX)
Federal Grant #: Federal Letter of Credit #:
(18 digit-AN) (12 digit-AN)  Description of Grant: Location:
Federal FFY: Start Date: End Date: (6 digit-N: MMDDYY)  Start Date: (6 digit-N: MMDDYY)
Close Date: Maintenance of Effort: (12+2 digit-N)
Federal Share: Schedule: (1 digit-N)
State Share:  (6 digit-N: X.XXXX)
Other Share: Source of Other Share: (6 digit-N: X.XXXX)
Funding Distribution For Allocating Grant: (Can have up to 9 allocated grants)  Record the percentage to be allocated to each Grant/SubGrant (percentages must total to 1.0000)
Grant SubGrant Percentage Grant SubGrant Per

Volume 1 Accounting Last Update November 1, 2004 Chapter 4 Section 4 Page 20 of 114

# STATE OF TENNESSEE Sample GRANT INFORMATION REQUEST SHEET

	Reques	t: Add X	Change	!		
Requesting Agency Name: Tennessee Commission on Aging						
Requesting Agency Al	Requesting Agency Allotment Code: 316.02 Date: 09/01/82					
Person Requesting:	Roxanne Requ	uestor		Геlephone: [	741-555 ex	xt. 21
Department Code: (	316 (3 digit-N)	Grant: 020 (3 digit-AN	SubGra	nt: 01B (3 digit-AN	)	
Grant Type: 4		Agency #:		ederal Cata	log #:	16.540 I: XX.XXXXX)
Federal Grant #:	84-JF-AX-00 (18 digit-AN)	<i>947</i> Fe	deral Letter	of Credit #:	15041 (12 dig	
Description of Grant:	Ou	IJDP Allocating (40 digit-AN)	Grant		Location:	02 (2 digit-N)
Federal FFY: 83 (2 digit-N)	Start Da	_		End Date: [	093086 digit-N: MMDI	
Close Date: (6 digit-N: N		Maintenance of	Effort:		0000.00 2+2 digit-N)	
Federal Share: 1.0	0000 N: X.XXXX)	Sc	hedule: (1 digit		<b>3</b> ,	
	0000 N: X.XXXX)	Source of Other	Share:			
Funding Distribution F Record the percer		Grant: (Can ha				000)
Grant SubGrant Perce	entage	Grant SubGrant	Percentage	_Grant	SubGrant	Percentage
15M 23K .92	276	125 356	.0423	125	469	.0301

## **SECTION 5 -- RECORDING GRANT TRANSACTIONS**

#### INTRODUCTION

The purpose of this section is to give the user an overview of how transactions are recorded against grants. The topics discussed are:

- A. Recording the grant award (page 22).
- B. Interdepartmental Grants (page 24).
- C. Grant obligations, including accrued liabilities, contracts, etc. (page 27).
- D. Grant disbursements, including advances, general disbursements, etc. (page 29).
- E. Distribution of payroll costs (page 31).
- F. Indirect cost (page 32).
- G. Depreciation (page 34).
- H. Program income (page 34).
- I. Drawing and depositing grant funds (page 35).
- J. Refunds and recovery of monies (page 48).
- K. In-kind transactions (page 51).
- L. Recording other matching transactions (page 51).
- M. Year-end procedures (page 53).

#### A. RECORDING THE GRANT AWARD

Grant awards should be recorded into STARS no later than the end of the month in which the grant award notification is received from the Federal Government in accordance with Department of Finance and Administration Policy 20. Grant award notification will be defined by the recipient agency. The grant/subgrant code must be assigned and recorded in the grant control table prior to the recording of the grant award. See Section 4 of this chapter.

The types of grant awards received by State agencies are: Federal grant awards, interdepartmental grant awards, and grant awards from other sources.

STARS classifies these types of awards as either Federal or Other. The Federal classification includes direct grant awards from the Federal Government and subgrants (or portions of subgrants) received from other State grantee agencies, which are funded by direct Federal

grants. The second classification, Other, includes direct grants that are funded in total or in part from agencies other than the Federal Government and subgrants from other State grantee agencies that are funded either in total or in part from any source other than the Federal Government ("Other" must have no Federal funding).

Grant awards must record Federal and Other funding sources for a grant. When State funds are classified as Other, State and Other funds must be combined when allocating grants are used. The grant award should be recorded to the actual grants "allocated to" rather than the allocating grant.

State agencies (grantee or subgrantee) must identify the amount of Federal, State, and Local (Other) funding included in subgrant awards to or from other State agencies. This information is necessary to properly account for the grant program.

When a grantee State agency makes a subgrant to another State agency that includes State funds from the grantee's appropriation, the subgrantee should record the State appropriated funds as an "Other" award. In this situation, State funds will not be reflected as an award or as revenue in the grantee's grant file record.

When a grantee State agency makes a subgrant to another State agency and a portion of the grant is funded by the subgrantee's State appropriation, then the grantee should record those State funds on their grant as an "Other" award to document that the State match was met. In this situation, State funds will not be reflected in the subgrantee's grant file record as an award or as revenue.

One grant code should be established for grants with multiple funding sources. Multiple subgrant codes can be used for various funding sources. The funding participation ratios related to all sources should be recorded in the grant control table. See Section 4 of this chapter.

Multiple subgrant codes should be used for a grant to record the funding sources of multifunded interdepartmental grants.

Subgrant awards made by a grantee State agency to another State agency may use an allocating grant in some cases to properly record Other and State participation in the grants.

Multiple subgrant codes should also be used for a grant that requires different match ratios for different classes of expenditures (i.e., administrative cost is matched at a different ratio than program cost).

Grant awards should be recorded on a reallocation journal voucher, Batch Type H. Only one side of the journal voucher should be completed. The warning message that comes out on the reallocation journal voucher itself must be ignored. The journal voucher is then printed, signed, and forwarded to the Department of Finance and Administration, Division of Accounts, Pre-Audit Section for processing.

<u>Transaction Code 010</u> should be used on the debit side of the journal voucher either to establish an initial Federal grant award or to increase one previously established.

<u>Transaction Code 011</u> should be used on the credit side of the journal voucher to decrease a previously established Federal grant award.

<u>Transaction Code 008</u> should be used on the debit side of the journal voucher to either establish an initial Other grant award or to increase one previously established.

<u>Transaction Code 009</u> should be used on the credit side of the journal voucher to decrease a previously established Other grant award.

### B. INTERDEPARTMENTAL GRANTS

Various sections of this chapter include items related to interdepartmental grants and the many special accounting issues that may arise. Specific instructions for recording three basic classifications of interdepartmental grants are discussed below.

## a. Single Funding Source (Federal, State or Other)

When a grantee State agency awards a grant (subgrant) to another State agency that is 100% Federal, 100% State or 100% Other funds, the following steps should be completed by the grantee and subgrantee State agencies:

## **Grantee State Agency Responsibilities**

- 1. Set up grant and subgrant (if used) record in grant control table (See Section 4.A)
- 2. Provide funding source percentage to subgrantee
- 3. Provide CFDA and grantor number to subgrantee, if applicable
- 4. Record grant award in STARS
- 5. Record expenditures against grant / subgrant (if used)
- 6. Record revenue to the proper grant, using correct transaction code

#### Subgrantee State Agency Responsibilities

- 1. Set up grant control table record (See Section 4.A)
- 2. (Federal funds should be treated as "Federal" funding. Non-federal funds should be treated as "Other" funding.)
- 3. Use CFDA and grantor number provided by grantee, if applicable
- 4. Record grant award in STARS
- 5. Record grant expenditures
- 6. Record grant revenues using separate transaction codes for Federal or Other share, if applicable. (For subgrants from a State agency, Revenue Source 890 should be used to record Federal or Other revenue. For subgrants from colleges and universities, Revenue Source 895 should be used to record Federal or Other revenue. For Revenue Source 890 or 895 recorded on a journal voucher, <u>Transaction Code 153</u> or <u>Transaction Code 026</u> should be used to record Federal revenue or Other revenue, respectively. For Revenue Source 895 recorded on a deposit certification (CD), <u>Transaction Code 151</u> or <u>Transaction Code 025</u> should be used to record Federal revenue or Other revenue, respectively.)

## b. Multiple Funding Sources

Multiple funding sources create unique situations in STARS illustrated below, that require the action explained in subparagraphs (1) or (2).

#### Example:

Agency A has a grant with 80% Federal funding and 20% State funding. State Agency B is a subgrantee providing no funding (receives all funding from Agency A). Assuming \$100 is spent and revenue at all levels is transferred, the grant file will reflect:

	Agency A (Grantee)	Agency B (Subgrantee)
Award	80	100
Expenditures	100	100
Federal Revenue	80	80
Other Revenue	0	20

The Schedule of Grant Activity (STARS 830-01 Report – reports the cash inflows and outflows for Federal grants on a statewide basis) will reflect:

	Agency A (Grantee)	Agency B (Subgrantee)
Expenditures	80	80
Cash Receipts	80	0
Other Revenue	0	0

## (1) Grantee State Agency provides all funding, including match, from multiple sources:

Listed below are the actions to be taken by the grantee and subgrantee when the grantee provides all funding, including match, from multiple sources (Federal, State and/or Other) to properly record the grant program in STARS:

## **Grantee State Agency Responsibilities**

- 1. Set up grant record and subgrant record for each funding source in grant control table (see Section 4A) (Subgrants not needed if Federal and grantee State funds are the only sources)
- 2. Provide funding source percentages to subgrantee
- 3. Provide CFDA and grantor number to subgrantee
- 4. Record grant award in STARS for the Federal share
- 5. Record the transactions using one of the methods identified below

#### Method 1 -- Cost center looks up an allocating grant

- (a). Set up allocating grant
- (b). Tie allocating grant to grant / subgrant(s) in the proper funding ratio
- (c). Record expenditures against allocating grant
- (d). Record revenue at the proper grant/subgrant(s). Do not use an allocating grant.

## Method 2 -- Code items to proper grant/subgrant

- (a). Record expenditures against grant/subgrant(s) based on funding percentages
- (b). Record revenue to proper grant / subgrant(s)

## Method 3 -- Cost centers look up different grant / subgrants representing the different funding sources

- (a). Set up grant control table record for each funding source as a subgrant 100% funded by that source
- (b). Set up a cost center for each different funding source and tie to appropriate subgrant
- (c). Record revenue and expenditures to the cost center representing appropriate funding source

## Subgrantee State Agency Responsibilities

- 1. Set up grant control table record (see Section 4.A) (consider State share as Other funding)
- 2. Use CFDA and grantor number provided by grantee
- 3. Record grant awards in STARS for Federal and Other shares
- 4. Record grant expenditures
- 5. Record grant revenues using separate transaction codes for Federal and Other shares

## (2) Grantee State Agency and Subgrantee State Agency provide funding from multiple sources with the match provided by the Subgrantee State Agency

The grantee should take the following actions and record the entire amount spent by the subgrantee as expenditures and then use a second sequence to reduce expenditures and record other grant revenue in the grant file using <u>Transaction Code 209</u> on disbursement vouchers and <u>Transaction Code 038</u> on journal vouchers.

#### **Grantee State Agency Responsibilities**

- 1. Set up grant and subgrant records for each funding source in grant control table (see Section 4.A)
- 2. Provide funding source percentages to subgrantee
- 3. Provide CFDA and grantor number to subgrantee
- 4. Record grant awards in STARS for the Federal and Other (subgrantee State funds) shares
- 5. Record the transactions using one of the methods identified below

#### Method 1 -- Cost center looks up an allocating grant

- (a). Set up allocating grant
- (b). Tie allocating grant to subgrant in the proper funding ratio
- (c). Record expenditures against allocating grant
- (d). Record revenue at the proper subgrant. Do not use an allocating grant.

### Method 2 -- Code items to proper subgrant

- (a). Record expenditures against subgrants based on funding percentages
- (b). Record revenue to proper subgrant

## Method 3 -- Cost centers look up different subgrants representing the different funding sources

- (a). Set up grant control table record for each funding source as a subgrant 100% funded by that source
- (b). Set up a cost center for each different funding source and tie to appropriate subgrant
- (c). Record revenue and expenditures to the cost center representing appropriate funding source

## Subgrantee State Agency Responsibilities

- 1. Set up grant control table record (see Section 4A)
- 2. Use CFDA and grantor number provided by grantee
- 3. Record grant award in STARS for Federal share
- 4. Record grant expenditures
- 5. Record grant revenues

NOTE: Grant/subgrant numbers must always be entered into STARS when keying interdepartmental grant transactions (expenditures, revenues, obligations, advances, refunds, etc.) unless the cost center used references the grant. Otherwise, these transactions will not be posted to the grant file.

## C. GRANT OBLIGATIONS

An obligation is a commitment to pay a particular sum of money to a vendor for goods to be delivered or services to be rendered. Some typical obligations incurred by agencies include:

<u>Accrued Liabilities</u> -- Costs of goods and services received in a particular State fiscal year for which payment has not been rendered during the same State fiscal year.

<u>Contract Encumbrance</u> -- A contract with a specified vendor.

<u>Contract Requisition</u> – A contract that does not specify a vender, such as a direct purchase authority contract.

**Encumbrance** -- An obligation incurred for goods and/or services, generally purchased through the Tennessee On-Line Purchasing System (TOPS).

For example, your agency is in need of more paper for the copier. Your purchasing agent signs in to TOPS and prepares a purchase order to order copier paper from the statewide contract. After approval by the appropriate departmental approver, the purchasing agent codes the

transaction to encumber in STARS. Through the interface between TOPS and STARS, the purchase order number is encumbered in STARS. Budgetarily, the encumbrance reserves funds in the allotment code awaiting the receipt of the goods and payment of the invoice. The encumbrance transaction is recorded in the STARS document file (Screen 64) by the purchase order number assigned by TOPS in the appropriate department/division and cost center indicated on the purchase order.

**Requisition** -- A pre-encumbrance of an obligation for goods and/or services, which have not yet been approved for purchase. The Federal grantor agency may not consider a requisition as an obligation against the grant.

Obligations must reference a cost center (or index code) in order to be recorded in STARS. They can be recorded to grants and subgrants in the following ways:

- a. A cost center (or index code) can be referenced to a grant or subgrant. Transactions coded against a cost center that has a grant/subgrant tied to it will reference the grant automatically. Use the STARS cost center table maintenance screen (Screen 24) to add grants and subgrants to a particular cost center (or index code).
- b. The grant or subgrant code can be keyed whenever the obligation is recorded. If the grant field is left blank and the cost center (or index code) is tied to a grant on the cost center table maintenance screen (Screen 24), the system will automatically "look up" the grant / subgrant and charge the transaction against the referenced grant. The "look up" grant code can be manually over-ridden by keying an established grant / subgrant from the grant control table in the field. Cost centers not tied to a grant/subgrant do not record against a grant unless the grant/subgrant is manually keyed in the grant/subgrant field.

Considerations that must be taken into account when recording obligations against grants:

- a. Obligations must always be reported in accordance with Federal regulations for the grant involved.
- b. Multi-funded and multi-year contracts must always be referenced to the correct grant.
- c. Care should be exercised to ensure that obligations are recorded against correct cost center/grants and that subsequent payments are processed against these recorded obligations. Errors must be corrected in a timely manner.
- d. Program staff members should always review and authorize obligations before they are recorded.
- e. Obligations can reference more than one cost center or grant.
- f. Contracts for grants, which are funded in part by third-party entity match expenditures, should be written and recorded on a net funding basis. For example, if the contract is for \$100,000 with a 60/40 (Federal/State) match rate and the third party entity provides the match, the net funding basis recorded would be \$60,000.

Last Update

November 1, 2004

#### D. GENERAL GUIDELINES FOR GRANT DISBURSEMENTS

Disbursements are funds paid out through either a journal voucher or disbursement voucher for goods or services rendered. The STARS Operating Manual gives an extensive review of the process utilized to record disbursements into the State's accounting system. Disbursements can be referenced to grants and subgrants administered by departments in the following ways:

- A **cost center** (or index code) can be referenced to a grant or subgrant so that expenditures charged against that particular cost center are in turn charged against the referenced grant. This can be accomplished by adding the grant/subgrant number to the cost center table.
- The grant/subgrant number can be keyed when the disbursement document is entered into STARS. The grant field cannot be blanked-out if the related cost center uses the "automatic look up" feature in STARS, the system will either use the looked-up grant or the grant keyed in.

Typical disbursements made by departments include:

- <u>Disbursement Vouchers</u> --Payments by printed warrant, LGIP (transfers to Local Government Investment Pool), and ACH (Automated Clearing House direct deposits to vendor bank accounts) for
  - goods and services received
  - contract advances (payments to a vendor prior to the delivery of goods and services).
- <u>Journal Vouchers</u> -- Distribution of costs between departments or divisions within a department for goods and services rendered. Types of journal vouchers include Type J (redistribution of costs between two separate departments), Type H (reallocation of costs within the same department), Types I and F, front-end billings (charges billed to a department before receipt of billing), Type Q (journal vouchers involving payroll transactions), Type M (journal vouchers involving labor distribution), and Type Z (ACH debit transactions).
- <u>Deposit Certification</u> -- (Type C Batch) -- Expenditures related to recording the recovery of advances, reduction of expenditures, or refunds.

Considerations that must be taken into account in referencing disbursements to grants and subgrants:

- a. A cost center can automatically reference (look-up) a single grant (if that grant is an allocating grant, a transaction would result in posting to all the "allocated-to" grants).
  - STARS has the ability to "look-up" one of two grants depending on the effective date of the transactions (see Section 3). If documents are entered for processing in STARS during the final month of the first grant and the documents do not process during that month, but do process with an effective date of the following month, then the disbursements are posted incorrectly against the second grant. This must be corrected by preparing and processing a Type H journal voucher or a journal entry. As an alternative to reallocating via Type H journal voucher, enter the grant number on all transactions during the period there is a possibility that an incorrect grant number will be referenced by the grant "look-up" feature.

- b. Cost center or grant information given in advance of front-end billings must always be accurate and updated whenever changes occur in the cost center structure or at least annually.
- c. Tennessee On-Line Purchasing System (TOPS) requirements must always be taken into account in making disbursements involving obligations.
- d. Accrued liabilities will record as accrued expenditures in the STARS operating, allotment, and appropriation files. Accrued liabilities will post as obligations (not as accrued expenditures) in the grant file.

#### SUBGRANTEE ADVANCES

Subgrantee advances should be made by State agencies only when specific authority is provided by the State or Federal Government laws, policies, or grant regulations. Many subgrantees have significant cash flow problems because of a lack of revenue base other than grant funds. Advances of grant funds to these recipients is necessary to fund day to day operations of the grant until the reimbursement of expenditures can be made. Authorized advances must be recorded on STARS as follows:

- a. To record the initial advance or to increase an advance:
  - <u>Transaction Code 046</u> should be used for payments against contract encumbrances.
  - <u>Transaction Code 049</u> should be used for payments against contract requisitions.
  - <u>Transaction Code 441</u> should be used to increase advances to subgrantees on a journal voucher for contract requisitions.

These transaction codes will result in a debit to cash expenditures in all the appropriate files except the grant file, where "advances to" will be debited instead.

- b. To reduce the "advances to" on a subsequent payment:
  - For advances made on a contract encumbrance:

<u>Transaction Code 103</u> should be used for the total amount of the transaction

#### and

<u>Transaction Code 177</u> should be used for the amount of repayment of the advance (using a credit DMI associated with the DMI used for the payment: If the payment was via ACH (DMI "3"), use DMI "A" with Transaction Code 177; if the payment was via DMI "1", use DMI "2" with Transaction Code 177; etc.).

For advances made on a contract requisition:

<u>Transaction Code 102</u> should be used for the total amount of the transaction

#### and

<u>Transaction Code 187</u> should be used for the amount of repayment of the advance (with the appropriate credit DMI – see the preceding paragraph for examples).

c. To reduce the "advances" on a deposit certification for a contract requisition:

<u>Transaction Code 290</u> should be used for the total amount of the advance to be reduced

#### and

<u>Transaction Code 386</u> should be used for the amount of expenditures to be recognized on the transaction.

d. To reduce "advances to" on a journal voucher for a contract requisition use <u>Transaction Code 052</u>.

#### E. DISTRIBUTION OF PAYROLL COSTS

1. Where employees work on a single activity, their payroll costs should be charged directly to that activity.

Payroll costs automatically post to STARS via a direct interface journal voucher using Batch Type Q. The batch consists of transactions using <u>Transaction Code 117</u> to record cash expenditures and, where necessary, <u>Transaction Code 117R</u> to reduce (credit) cash expenditures. Each employee's costs are recorded in one cost center. The employee's cost center comes from a field attached to her/his Department of Personnel position number in the State Employee Information System (SEIS). Therefore, payroll costs for all employees having the same position number will be charged to the same cost center. Cost centers used in SEIS must be valid in STARS. If the cost center is configured to "look-up" a grant, the expenditures will automatically post to that grant.

- 2. Where employees work on more than one activity, their payroll costs (including wages and fringe benefits) must be distributed to the programs where they actually work. The distribution must be supported by activity reports or equivalent documentation unless a statistical sampling method (i.e., random moment sampling) or other substitute system has been approved by the appropriate cognizant Federal agency. Activity reports must reflect the actual activity of each employee, account for the total activity for which each employee is compensated, be prepared at least monthly, and coincide with the pay periods for the month. This support is required where employees work in any of the following:
  - More than one Federal program
  - A Federal program and a non-federal program
  - An indirect cost activity and a direct cost activity
  - Two or more indirect activities which are allocated using different allocation bases
  - A Federally-unallowable activity and a direct or indirect cost activity.

a. Department of Finance and Administration Policy 20 requires Executive Branch agencies to use the STARS Labor Distribution System to redistribute payroll costs (including wages and fringe benefits) to the appropriate grant and subgrant codes. The payroll Data Capture System includes a labor distribution timesheet screen where each employee's actual time may be associated with a cost center, grant/subgrant, and other financial codes.

If activity is not recorded on the timesheet, the Labor Distribution System will distribute costs to default financial codes. The default distribution is defined for individuals and/or groups using employee master profiles. Agencies configure these profiles to charge fixed percentages of payroll costs to 1-10 "home bases" (combinations of cost centers, grants/subgrants, and other financial codes).

The Labor Distribution System refers to cost centers as indexes. Indexes/cost centers function within labor distribution as they do in STARS: they will "look-up" grants if so configured.

Labor distribution transactions automatically post to STARS via a direct interface using Batch Type M. The batch consists of transactions using two transaction codes:

- <u>Transaction Code 117R</u> is used to reverse the payroll journal voucher transactions (see 5.E.1, above);
- <u>Transaction Code 117</u> is used to record cash expenditures in the financial codes specified by the labor distribution timesheet and/or the default home base.
- b. If it is not possible to use the STARS Labor Distribution System due to technical limitations or because of Federal grantor requirements, an exception to Department of Finance and Administration Policy 20 must be requested by the agency and granted by the Division of Accounts. A Federally approved method should then be used (e.g., random moment sampling, time sheets) to redistribute payroll costs.

The redistributed payroll costs must be entered in STARS on a Type H reallocation journal voucher by the end of the following month.

- (1). <u>Transaction Code 114</u> should be used on the debit side of the journal voucher to distribute the costs to the correct cost center and grant/subgrant.
- (2). <u>Transaction Code 111</u> should be used on the credit side of the journal voucher to relieve the costs from the SEIS/payroll cost center.

If an agency wishes to provide an audit trail of the reallocation, one method is to use Object 019 for all wages/earnings (Major Object 01) costs and Object 029 for all benefits (Major Object 02) costs. The original object code balances will thereby remain in the SEIS/payroll cost center.

#### F. INDIRECT COST

An indirect cost is a cost that cannot be identified with or charged to a specific grant. Indirect costs include both statewide and departmental indirect cost reallocation. The recovery of the indirect costs to administer a Federal award from Federal grantors is based on a Federally

approved indirect cost rate or cost allocation plan. All indirect cost rates or plans must be approved by the appropriate cognizant Federal agency.

Some grants do not allow indirect cost or place restrictions on the percentage or amount of indirect cost that can be drawn. The grant authority notification or applicable Federal legislation should be reviewed carefully.

Indirect costs must always be recovered in accordance with Department of Finance and Administration Policy 20.

### **Recording Indirect Costs**

Once the amount of indirect cost has been calculated based on the approved rate or plan, the following procedures should be used to record (not calculate) indirect cost in STARS against a particular grant:

A reallocation journal voucher, Type H, must be used to record indirect cost against a grant. <u>Transaction Code 018</u> should be indicated on the debit side of the journal voucher as well as the appropriate grant number(s) and amount(s). Indirect expenditures recorded by this transaction code will appear on the Daily Grant Drawdown Report (833-01) and the appropriate Federal participation percentage will be applied.

### **Recording Indirect Cost Revenue**

The following transaction codes should be used to record indirect cost revenue:

- <u>Transaction Code 044</u> Record (Credit) Departmental Revenue Federal for indirect costs on a deposit certification.
- <u>Transaction Code 039 Record (Credit) Departmental Revenue Federal for indirect costs</u> on a journal voucher.
- <u>Transaction Code 047 Reduce (Debit) Departmental Revenue Federal for indirect costs</u> on a journal voucher.

#### **Adjusting Estimates**

Estimates for indirect cost must always be adjusted to actual amounts.

- To increase indirect cost, use Transaction Code 018.
- To decrease indirect cost, <u>Transaction Code 034</u> should be indicated on the credit side of the journal voucher.

**NOTE:** This is a one-sided journal voucher. Adjustments to indirect cost will appear on the Daily Grant Drawdown Report (833-01) and the appropriate Federal percentage will be applied.

## G. DEPRECIATION (USE CHARGE)

State or Other funds may be used to purchase equipment or buildings. When such costs are incurred, they generally cannot be charged against the current operating expense of Federal grants. The equipment or building may be depreciated over either the useful life, a specified period mutually agreed upon, or in accordance with applicable statute and regulations and the depreciation may be charged to the grant. Grantor regulations should be reviewed for the allowability of depreciation. If the grant funds paid for the asset, depreciation cannot be charged to the Federal grant. In no case may both the original cost of the asset and depreciation expense be charged to a Federal grant.

## **Recording Depreciation on Grants:**

- 1. Send a letter to the Department of Finance and Administration, Division of Accounts, Financial Control Section, detailing the allotment codes and funds that will need to record depreciation for grants.
- 2. The Division of Accounts will add Major Object Code 51 to the allotment control table.
- 3. To record depreciation, process a reallocation journal voucher
  - a. Debit side: Use <u>Transaction Code 114</u>, Object Code 511, and the proper grant(s).
  - b. Credit side: Use <u>Transaction Code 111</u>, Object Code 511, <u>but do not code to a grant.</u>

#### NOTE:

- The same allotment code and cost center must be used for debit and credit transactions.
- The cost center must <u>not</u> be tied to a grant in the cost center table.
- Object Code 511 balance must be zero at any point in time.

#### H. PROGRAM INCOME

Program income is revenue generated by a grantee from activities paid as a direct cost to a grant or recorded as a direct cost toward meeting the grant match requirement.

If it can be determined that the income generating activity is supported in any way by grant funds, the income can be considered program income whether or not it was anticipated at the time of the award.

Examples of program income include:

- Fees earned for services
- Rental or usage fees such as those earned from the use of equipment purchased from grant funds
- Third party reimbursements such as insurance payments
- Funds generated by the sale of commodities such as educational materials
- Income generated by the sale of real property, equipment or supplies acquired for use under the grant
- Patent or copyright royalties
- Honoraria

Program income is normally deducted from total expenditures before the Federal matching percentage is applied. STARS automatically reduces Program Income from the charges to the grant prior to applying the Federal percentage on the Grant Drawdown Reports (832-01 and 833-01). The grant award notice will usually state how program income must be reported for the grant. If the grant award does not specify how program income must be reported, check the regulations from the Federal agency that grants the award.

Alternatively, some grants allow the grantee agency to use program income to fund costs that are in addition to those allowable to the grant such as expansion of the program or supporting projects that further the objectives of the statutes. This cost sharing alternative may not be used unless legislation or Federal regulations specifically authorize its use. However, since Program Income reduces the charges to the grant prior to applying the Federal percentage on the Grant Drawdown Reports (832-01 and 833-01), if this alternative is used, program income should be recorded separately from the grant.

Program income should be recorded by a journal voucher or deposit certification. The STARS Operating Manual details the procedures for processing these documents:

- A cost center can be referenced to a grant/subgrant so that income received on that particular cost center is credited to that grant. This can be accomplished by adding the grant/subgrant number into the cost center cable (see Section 3).
- The grant/subgrant number can be keyed when the document is entered into STARS. The grant field cannot be blanked out if the related cost center used the "automatic look-up" feature in STARS.
- <u>Transaction Code 015</u> should be used on a deposit certification to record (credit) program income in the grant file.
- <u>Transaction Code 021</u> should be used on the credit side of the journal voucher to record (credit) program income in the grant file.
- <u>Transaction Code 020</u> should be used on a disbursement voucher for a refund to reduce (debit) program income in the grant file.
- <u>Transaction Code 581</u> should be used on the debit side of the journal voucher to reduce (debit) program income in the grant file.

#### I. DRAWING AND DEPOSITING GRANT FUNDS

Generally, drawdowns of Federal funds must be made utilizing information from the STARS grant module. The source document for draws is the Daily Grant Drawdown Report (833-01), which reports expenditures by grant. All drawdowns must be performed in accordance with Department of Finance and Administration Policy 20.

Each department drawing Federal funds should develop back-up procedures for drawing down Federal funds in case the primary individual responsible for the draws is absent. This will

ensure that drawdowns will continue to be made even if the staff member responsible for the draws is out.

Federal monies and advances from local agencies must be recorded to revenue even if an agency draws them in advance. At year-end, the agency must determine if the monies have been earned. See Section 5.M for guidance relating to deferred revenue.

Deposits of grant funds can be handled by the following methods depending on the grantor agency that authorized the grant award:

Automated Clearing House (ACH) Transactions – An electronic funds transfer, processed in a batch mode through the ACH payment network of participating financial institutions and ACH processors. Funds are received in one to two days. Exhibit 4-4 contains the electronic funds transfer procedures issued by State Treasury. See Exhibit 4-5 for a sample journal voucher initiated by State Treasury.

For those agencies that request drawdown of grant funds via telephone, facsimile, SMARTLINK, ASAP, or otherwise know the amount and receipt date of ACH funds, the journal voucher to record the receipt of funds (Type Z) can be initiated by the receiving agency. <u>Transaction Code 153</u> is used on the credit side. See **Exhibit 4-6** for a sample Department-initiated journal voucher.

- 2. <u>Fedwire Funds Transfers</u> –The funds transfer information is communicated from the sending financial institution to the receiving financial institution through the Fedwire funds transfer network communication software and the funds are actually transferred by the Federal Reserve Bank's simultaneous charge to the sender's account and credit to the receiver's account. **Exhibit 4-4** contains the electronic funds transfer procedures issued by State Treasury. See **Exhibit 4-7** for a sample journal voucher for a Fedwire transfer.
- 3. <u>Deposit Certification</u> Funds are received by U.S. Treasury check. Those agencies receiving Federal revenue in this manner must deposit these funds within 24 hours as required by State law. See **Exhibit 4-8** for a sample Deposit Certification.

EXHIBIT 4-4

Revised 02/04

## State Trust of Tennessee Fedwire Receipt/Disbursement Procedures and ACH Credit Receipts, ACH Credit Return Procedures

## **Definitions and Applications:**

**Fedwire Funds Transfer** - A real-time method of transferring immediate funds between two financial institutions using their respective Federal Reserve Bank accounts. The funds transfer information is communicated from the sending financial institution to the receiving financial institution through the Fedwire funds transfer network communication software and the funds are actually transferred by the Federal Reserve Bank's simultaneous charge to the sender's account and credit to the receiver's account. Incoming and outgoing Fedwire transfers for state agencies are processed by the State Trust of Tennessee Wire Room located in the State Treasury. Due to the cost and manual processing involved with Fedwire transfers, this method is generally reserved for large dollar transfers when timing does not permit the use of the ACH or it is the only option used by a federal grantor agency or other remitter.

Automated Clearing House (ACH) Transaction - An electronic funds transfer transaction, processed in a batch mode through the ACH payment network of participating financial institutions and ACH processors. The ACH transaction is originated at least one day in advance of the funds settlement. There are both ACH credit and ACH debit transactions. ACH credit transactions move funds from the originator's account to the receiver's account. ACH debit transactions move funds from the receiver's account to the originator's account. Therefore, if an ACH credit entry is received, funds are credited to the receiver and if an ACH debit is received, funds are charged to the receiver. Likewise, if an ACH credit entry is returned by the receiver, funds are credited to the receiver and if an ACH debit entry is returned by the receiver, funds are credited to the receiver.

ACH Credit Receipts - ACH credits are commonly received by state agencies for federal grant drawdowns, tax payments or payments against a state agency invoice. Prior to receiving ACH credits, the agency must first contact the Treasury Financial Control Division to obtain ACH routing instructions which include Treasury's ACH bank ABA number and a bank account number assigned to the agency for receiving ACH. This information is provided to the originator (remitter) and also allows Treasury to process the receipts and allocate them to the appropriate agency. The remitter usually requests the ACH bank and account number information on a form provided to the agency and certified by the agency's financial institution. The Treasury Accounting Division certifies the ACH forms as the financial institution. NOTE: It is very important to know whether funds will be sent by Fedwire or ACH since ACH receipts must be received at Treasury's ACH bank at one routing transit number and Fedwires must be received directly by Treasury through the State Trust of Tennessee routing transit number. For the assignment of a new ACH account number, certification of an ACH enrollment form or questions regarding ACH receipts, contact the Treasury Accounting Division at 741-1337.

Each banking day, Treasury's ACH bank transmits the ACH receipts file to Treasury that contains the detail of ACH entries settling at the bank for that day. Treasury processes the file and produces reports sorted by the agency bank account numbers. The reports are used to support the agency journal vouchers and balance to the day's ACH settlement.

The following procedures are applicable to: (1) All Fedwire receipt and disbursement requests processed by the Treasurer's Office through the State Trust of Tennessee (2) Automated Clearing House (ACH) credit receipts in which a Z-type document is initiated by the receiving agency and (3) the return of ACH credit receipt entries back through the ACH network. The agency should initiate a Z-type journal voucher in accordance with the procedures below for all Fedwire transfers, ACH credit returns and for ACH credit receipts in which the amount and settlement date of the entry are known in advance.

(If the amount or settlement date for an <u>ACH receipt</u> is not known or Treasury does not receive a Z-type journal voucher by 11:00 a.m. on the settlement date, and the agency has not notified Treasury Accounting to expect a late Z-type JV, the funds will be allocated to the agency on a J-type journal voucher initiated by Treasury upon receipt of the entry. **A Z-type journal voucher is required for all incoming and outgoing wire transfers**).

These procedures are not applicable to disbursement of funds via ACH that is done through the STARS Disbursement Voucher process.

#### I. Z-TYPE JOURNAL VOUCHER

A Z-type Treasury Journal Voucher form is to be prepared for each wire or ACH transfer with both the debits and credits entered to STARS by the department.

- A. The Document Type is "Z"
- B. The Effective Date is the date in which funds are to be received or disbursed. If it is at the end of the month and funds are expected in the following effective month, STARS will not allow an effective date past the current effective month. In this case, enter the current date as the Effective Date and the Division of Accounts will change this date to the correct effective date.
- C. The Batch Input Date, Dept/Div., and Batch Number follow normal STARS procedures.
- D. The Document Number is assigned by the department and is used in the Current Document Number field for all sequences. The department may use from 1 to 9 digits for this document number.

#### II. RECEIPT OF FUNDS

- A. Fedwire or ACH
  - 1. The credit column of the journal voucher should be completed as follows:
    - a. TC use regular journal voucher transaction codes for increases to revenues, deferred revenues, etc.
    - b. FD, Sub, Dept/Div, etc. use correct STARS coding for funds to be credited to the proper departmental accounts.
    - c. Current Document Number Assigned by the department (enter a C in the first position of the suffix).
- 2. The debit column of the journal voucher should be completed as follows:
  - a. Use regular JV TC codes for any decreases to revenues, deferred revenues, etc.
  - b. TC 471 This debits GL 0100 Cash Clearing and credits GL 0101 Cash.
    - 1. Amount Net amount of cash to be collected.
    - 2. Fund 11 (always)
    - 3. Sub Account 002 (always)
    - 4. Dept/Div. Administering Agency Dept/Div. For any department that does not have a department/division in the general fund call the Division of Accounts.
  - c. Current Document Number Assigned by the department (enter a **D** in the first position of the suffix).
  - 3. Comments Fedwire: The comments section should include the name of the federal agency or other source sending the funds and the date the transaction is to occur.
    - Comments ACH: The comments section should include the ACH Account Number assigned by Treasury, the name of the federal agency or other source sending the funds and the date the transaction is to settle.
    - The STARS Journal Voucher Text Screen (Function 22 under Table Maintenance) should be used for adding comments.
  - 4. Support Support is not necessary if the comments section is completed correctly. Treasury will provide a copy of the wire ticket or ACH report to the Division of Accounts.

- 5. Print the Z-type journal voucher document.
- 6. After the JV is printed, the "WIRE" or "ACH" box should be marked to indicate the method of receipt; see the explanation of ACH and Fedwire under the Definitions Section at the beginning of these procedures to determine which box to indicate. This will assist in routing the document to the appropriate section of the Treasurer's Office for processing.
- 7. The journal voucher must be signed by the Fiscal Officer and the Department Head or their designated representatives.
- 8. Routing One copy of the journal voucher is retained by the department and the other three copies are sent to the Treasury Department at the following locations and times:
  - a. Fedwire Deliver to the State Trust of Tennessee Wire Room located in Treasury on the 11th Floor, Andrew Jackson Building by the close of business on the date of receipt of funds.
  - b. ACH Deliver to the Treasury Accounting Division located on the 9th floor, Andrew Jackson Building by 11:00 a.m. on the settlement date (date of receipt of funds).

#### III. DISBURSEMENT OF FUNDS AND ACH CREDIT RETURNS

- A. Fedwire Disbursements
  - 1. The debit column of the journal voucher should be completed as follows:
    - a. TC use regular journal voucher transaction codes.
    - b. FD, Sub, Dept/Div, etc. use correct STARS coding for funds to be charged to the proper departmental accounts.
    - c. Current Document Number Assigned by the department (enter a **D** in the first position of the suffix).
  - 2. The credit column of the journal voucher should be completed as follows:
    - a. TC 472 This debits GL 0101 Cash and credits GL 0100 Cash Clearing.
      - 1. Amount Net amount of the cash to be disbursed.
      - 2. Fund 11 (always)
      - 3. Sub Account 002 (always)
      - 4. Dept/Div Administering Agency Dept/Division.

        For any department that does not have a department/
        division in the general fund call the Division of Accounts.
    - b. Current Document Number Assigned by the department (enter a C in the first position of the suffix).

- 3. Comments The comments section should include sufficient information for the disbursement to be audited and detailed instructions to enable the Treasurer's Office to wire the funds. The wiring instructions must be printed in the comments section of the journal voucher and include the Bank Name, Account Number, ATTN: (Person's Name), and the date on which to wire the funds. The STARS Journal Voucher Text Screen (Function 22 under Table Maintenance) should be used for adding comments.
- 4. Print the Z-type journal voucher document.
- 5. After the JV is printed, the "WIRE" box should be marked to indicate the method of disbursement. This will assist in routing the document to the appropriate section of the Treasurer's Office for processing.
- 6. The journal voucher must be signed by both the Fiscal Officer and the Department Head.
- 7. The journal voucher for wire disbursements must also be signed by the Director of Statewide Accounting in the Division of Accounts.
- 8. The support requirements are the same for the Fedwire journal voucher as they would be if a warrant was being issued.
- 9. Routing One copy of the journal voucher is retained by the department and the other three copies, along with the required support, are walked to the Director of Statewide Accounting in the Division of Accounts for approval and then to the State Trust Wire Room located in the Treasury Department, 11th Floor Andrew Jackson Building. The journal voucher must be delivered with all proper authorizations prior to execution of the Fedwire disbursement.
- B. Automated Clearing House Returns The following procedures are applicable if it is necessary to return an ACH credit receipt back through the ACH. The receiving department should make arrangements for the return of an ACH receipt with the originator in order to ensure that returning the funds through the ACH is the appropriate method of return and to provide notification of the return. A partial amount of an ACH entry cannot be returned, only the full original entry amount. Returns should be requested no later than three business days from the original receipt to ensure the original entry is still available on the Treasury ACH bank's ACH system for return through the ACH.
  - The debit column of the journal voucher should be completed as follows:
     (Same as for Fedwire Disbursements III.A.1 above)
  - 2. The credit column of the journal voucher should be completed as follows: (Same as for Fedwire Disbursements III.A.2 above)
  - Comments The comments section should indicate, " To return ACH credit receipt dated DD/MM/YY {and state the reason for returning}". The

STARS Journal Voucher Text Screen (Function 22 under Table Maintenance) should be used for adding comments.

- 4. Print the Z-type journal voucher document.
- 5. After the JV is printed, the "ACH" box should be marked to indicate the method of disbursement. This will assist in routing the document to the appropriate section of the Treasurer's Office for processing.
- 6. The journal voucher must be signed by both the Fiscal Officer and the Department Head.
- 7. The journal voucher for ACH credit returns must also be signed by the Director of Statewide Accounting in the Division of Accounts.
- 8. The support should include a copy of the original ACH entry register report along with a memorandum from the fiscal Officer to the Director of Statewide Accounting in the Division of Accounts explaining the reason for the return.
- 9. Routing One copy of the journal voucher is retained by the department and the other three copies, along with the required support, are walked to the Director of Statewide Accounting in the Division of Accounts for approval and then to Treasury Accounting on the 9th Floor Andrew Jackson Building. The journal voucher must be delivered to Treasury with all proper authorizations prior to origination of the ACH return. Generally, if Treasury's ACH bank is requested to return an ACH entry by 3:30 p.m., the return will settle on the following banking day.

#### IV. TREASURY PROCESSING

After receipt of the Z journal voucher by the Treasurer's Office, the following occurs:

- A. Once the transaction is completed, the wire room operator (for Fedwires) or Financial Control (for ACH) writes the State Trust Wire Number on the journal voucher.
- B. The wire room operator (for wires) or Accounting (for ACH) retains the Treasury copy of the journal voucher and forwards the department's return copy to the department along with a copy of the wire ticket or ACH report.
- C. The Accounts copy of the journal voucher with support is forwarded to the Division of Accounts along with the State Trust of Tennessee daily wire transactions (Document Type L) STARS batch.

#### V. DIVISION OF ACCOUNTS PROCESSING

After receipt of the Accounts copy of the Z journal voucher by the Division of Accounts, the following occurs:

- A. The Z journal voucher is audited for correctness of TC's, Effective Date, etc. The amounts are compared to the Treasury Wire Batch Type-L. The department is notified of any changes made on the Z-type document by telephone.
- B. The Current Document Number on the Z batch is changed by Accounts to the wire number assigned by the Treasury Department.
- C. If the Effective Date originally entered by the department on the Z journal voucher is in a different effective month than the wire, this is also changed by Accounts.
- D. Once balanced, the Z journal vouchers and the L wires are released for STARS updating.

#### VI. STARS REPORTING

- A. The Z journal voucher transactions appear on the department's daily Report 858 and/or monthly Reports 840 Revenue, 804 Expenditure, or 818.01 Subsidiary Transaction Listings.
- B. Clearing Account transactions for the Z and L documents will be on the daily Report 858 and monthly Report 818.01 for the Division of Accounts use only.

#### VII. CORRECTIONS

Accounting corrections to Z type journal vouchers will be made by the Division of Accounts based on a letter of request from the respective department's fiscal officer for a journal entry correction. The wire number, date of the cash transaction and batch information should be referenced in the letter along with pertinent information about the correction to be made.

For further assistance with Fedwire or ACH transactions, contact the following:

### Fedwire Transfers:

State Trust of Tennessee (Treasury) Wire Room 741-3905

#### ACH Receipts or Returns:

Treasury Accounting Division 741-1337

## Fedwire and ACH Accounting and Corrections:

F&A Division of Accounts 741-9745

## **EXHIBIT 4-5 - TREASURY INITIATED JOURNAL VOUCHER**

	J OC TYP			6 / 04 T DAT		9.01 T/DIV	BATCH	NO.				DIVISION OF Department of Finance State of T	e and A	dminist						OC. TYPE	02/ 10 INPUT D	ATE	317.01 DEPT/DIV	J88 BATCH NO.
PA	YING	DEPT		Treas	ury								BILLING DEPT. F&A/Office Justice Program											
AC	COUN	ΓNA	ME_	ACH								JOURNAL	VOUCHER ACCOUNT NAME											
EF	Do Do									Docume	ent No.	26	78	03			EF	FECTIVE	DATE	02/06/0	04			
_	DEBIT										CREDIT													
.EQ	тс	FFY	F FD	SUB. ACCT.	DEPT/DIV	COST	GRANTS/SUB PROJ/SUB		AGY CE/AGY	м	REF. NO.	AMOUNT	SEQ	тс	FFY	F FD	SUB ACCT.	DEPT/DIV	COST	GRANTS/SUB PROJ/SUB	OBJ/AGY SOURCE/AG	REF NO	F. O.	AMOUNT
1	568	04	11	001	309.01							111,033,21	1	153	04	11		317.06	906	VO2 PRO	801			015 70
													2	153	04	11		317.06	209	WO2 PRO	801			815.79 651.00
													3	153	04	11		317.06	115	FO3 PRO	801		72,	835.23
													4	153	04	11		317.06	907	VO3 PRO	801		26,	731.19
																							<del> </del>	
				l																			1111,	033.21
												-												
	İ													ì										
						İ																		
	1								l				Ì			i								
	1																	1						
													<u>L</u> _	<u> </u>			<u> </u>							
CC	MMEN	rs:																						
l												D : D	) The D	lovina										
Th De	e Credit : partmen	side of will t	this fo	orm is to epare a	be prepared nd sign the	1 and sign Debit side	ed by the Billi and forward	ng Depa to the	Divsion	and n of	Accounts	Paying Department (4 copies 3 copies).	., ne r	ayılığ									d to the organiz	a-
]	certify	hat the	item:	s descri	bed above w	ere receiv	ed and inspec n was satisfact	ted by	me;								ti	ion unit indi	cated and	that the pric	es charged a	re proper.		
as	otherwis	e notes	i.	as stated	, and the th	Condidio	ao omiotati	,										_		Billing Depart	ment Budge	t Officer		
-				Pavin	g Departmen	nt Head			_													Green	e Copy—Accounts n Copy—Return to	Paying Dept.
_				1 07111	o Separation	rread			_			Commissioner Finan	ce and	Adminis	tration	1						Canar Pink	ry Copy—Return Copy—Paying De	to Billing Dept.
FA	0077		Pay	ing De	partment Bu	idget Offi	icer															Golde	enrod Copy—Billi	ng Dept. File Copy

## **EXHIBIT 4-6 – DEPARTMENT INITIATED TREASURY JOURNAL VOUCHER**

FA-0855 4-94					F	NAL		-	Z OC TYPE	0330 BATCH			S901 EPT/DIV		352 BATCH NO.	040331 EFFECTIVE DATE	452 DOC. NO.
and a					nness		VOL				$\nabla$		Г				2001101
1796-1		SOI	K Y	JO	UKI	NAL	VOU	CHER		AC	H [/]	V	VIRE_	ᆜ	TREASUR	Y WIRE #	
SEQ	DOC SUFFIX	TC	R	FFY	F/FD	SUB	DEPT/	INDEX	GRANT/	PROJ/	OBJ/AG	y s	OURCE/	М	REF NO	DEBIT	CREDIT
	NO					ACCT			SUB	SUB		$\perp$	AGY	Ш		AMOUNT	AMOUNT
00001 00002 00003 00006 00006 00007	00000	471 153 153 153 153 153 153 153		04 04 04 04 04 04	1100 1100 1100 1100 1100 1100 1100 110		33901 33908 33908 33908 33901	11183 46000 40973 40983 11526	095007 210001 210001 215001 215001 224001 225001			8 8 8 8	01 119 01 119 01 1139 01 139 01 103 01 103		JMENT TOTAL	233626.00	11555.00 3262.00 8027.00 91873.00 64090.00 1972.00 52847.00 233626.00
COMM	IENTS	: ACH	H AC	ccou	JNT N	0.8	143390	 1, DHH	S, SETT	LEMENT	DATE 3-	-31-	04.			DOC DEBIT DOC CREDIT BAT DEBIT BAT CREDIT GRAND TOTAL	233626.00 233626.00 233626.00 233626.00 467252.00
											Departme	nt Ho	ead				
Dir	ector of	Accou	nts I	isbu	rsement	Autho	rization				Departmen	t Buc	get Officer	r		Copy 4 - Department	File

## **EXHIBIT 4-7 - FEDWIRE TRANSFER TREASURY JOURNAL VOUCHER**

855 4-94	ı	Sta	ate	of '	FII Fenne	NAL essee		DOC T		D51203 BATCH DAT			1865 EPT/DIV	104 BATCH NO.	030520 EFFECTIVE DATE	Z104 DOC. NO.
	TR	EAS	UI	RY.	JOUR	NAL	VOU	CHE	R	AC	н		WIRE X	TREASU	RY WIRE#	D161737
SEQ	CURR DOC SUFFIX	TC	R	FFY	F/FD	SUB ACCT	DEPT/ DIV	INDEX	GRANT/ SUB	PROJ/ SUB	OBJ/A	ìΥ	SOURCE/ AGY M	REF NO	DEBIT	CREDIT
00001 00002	D C	110 472		03 03	1100 1100	002		100	33A	502	134	82	P	GU030299600	AMOUNT 12609103.60	12609103.6
													роси	MENT TOTAL	12609103.60	12609103.6
COMM	ENTS:									- -					DOC DEBIT DOC CREDIT BAT DEBIT BAT CREDIT GRAND TOTAL	12609103.6 12609103.6 12609103.6 12609103.6 25218207.2
											Departi	nent	Head			

## **EXHIBIT 4-8 - DEPOSIT CERTIFICATION**

	STA		POSIT SL					3/31/2		11/2004 INPUT DATE	BANK	349.01 DEPT./ DIV. 650-	<b>627</b> 12899	CH NO.
	F	irstar Vashv	Bank Ter ille, TN 37	nessee '219				EFFECTIVE 3 / 2	/E DATE	<u> </u>	CODE	1/	32 CONTROL#	•
DEPOS BY	ITED	ATE AG	ENCY ENCY ADDRESS	Departme	nt of	Safe	ty			CURRE		DO	LLARS	CENTS
		1	150 Foste	r Ave.	Nashv.	ille.	IN			COI				
HIS FORM			MUST APPEAR ON							CHEC			94,346	
THE STA	TE TREASUR	ER	SIT BY BANK SHOU			OSITING A	GENCY WIT	HUOPY		DEPOSIT		CTATE\A	94,346 IDE DEP	
HITE COPY	Y - HETAINEL	) BY BANK	AND SENT TO DE	T Lue :		10 1 4	90:		293	10722		SIAIEW	NDE DEF	-
SEQ	тс	FD-D	DEPT/DIV	COST CENTER		E/AGY T/AGY	SUB ACCT	GRANT SUB	PROJECT SUB		JMENT NO IDOR NO.	0.	AMOUN	Т
	025	11	349401	LEGAL	880								700.	00
	025	11	349.01	FISCA	880								20.	00
	025	11	349.02	DL	880								70.	
	025	11	349.13	FR	880								7,238.	
	025	11	349.13	INFOR	880								14.	
	025	11	349.11	TR	880			!					197.	
	079	11	349.02	DL	257								248.	
	079	11	349.03	THP	258								908.	
	079	11	349.01				251						46,392.	
	2 <b>7</b> 0	43	349.01	LEGAL	i		036			-			700.	
	151	11	349.02	CDLIP	801			244					2,361.	
1	151 151	11 11	349.02	CDLTF 3LTCS	801 801			444 271					254.0 1,573.	
İ	151	11	349.03	NEWEN	801			371					29,207.	
	151	11	349.03	·	801			472					2,194.	
	270	43	349.03	CVE			056						2,264.	
	March	24,	2004			STAMF		ATURE _						
CCORD	ANCE WIT	TH PRE	EACH OF THE SENT STATE I	AW AND THE	LISTED A	ABOVE I	S PROPE CLASSIFIC	RLY CREE	TED WIT	H THE AMOU	NT INDIC	ATED FOR S	SUCH ACCOUN	NT IN

#### J. RECOVERY OF MONIES AND REFUNDS

Recovery of monies and refunds of Federal, State, or Other grant monies should be handled in accordance with Department of Finance and Administration Policy 02 – "Recovery of Monies, Refunds, Disallowances, and Questioned Costs".

## 1. Recovery of Monies

Recording recovery of grant monies from subgrantees should be handled as follows:

- a. The transaction codes to be used on deposit certifications are as follows:
  - (1) If the recovery was originally expended within the same State fiscal year, record a reduction of current year expenditures using <u>Transaction Code 072</u>.
  - (2) If the recovery was originally expended in a prior State fiscal year from funds 11, 21, 25, or 65, use:
  - a. Transaction Code 211 and revenue source 507 for the State share. (1)
  - b. Transaction Code 212 and revenue source 812 for the Federal share. (1)
  - c. Transaction Code 212 and revenue source 840 for the Other share. (1)
  - (3) If the recovery was originally expended in a prior State fiscal year from funds not listed in item 2 above, use:
    - <u>Transaction Code 072</u> to reduce expenditures for the State share.
    - <u>Transaction Code 212</u> and revenue source 812 for the Federal share. (1)
    - <u>Transaction Code 212</u> and revenue source 840 for the Other share. (1)
- b. The transaction codes to be used on journal vouchers are as follows:
  - (1) If the recovery was originally expended within the same State fiscal year, record a reduction of current year expenditures using Transaction Code 111.
  - (2) If the recovery was originally expended in a prior State fiscal year from funds 11, 21, 25, or 65, use:
    - <u>Transaction Code 498</u> and revenue source 507 for the State share. (1)
    - Transaction Code 494 and revenue source 812 for the Federal share. (1)
    - Transaction Code 494 and revenue source 840 for the Other share. (1)
  - (3) If the recovery was originally expended in a prior State fiscal year from funds not listed in item 2 above, use:
    - Transaction Code 111 to reduce expenditures for the State share.
    - Transaction Code 494 and revenue source 812 for the Federal share. (1)
    - Transaction Code 494 and revenue source 840 for the Other share. (1)

(1) NOTE: Although these transactions have a revenue source, they reduce cash expenditures in the grant file.

#### 2. Refunds to Grantors

Recording refunds to grantors must be handled in accordance with one of the methods outlined below.

- To refund current year Federal grant revenue (adjustment to a previous draw), use <u>Transaction Code 154</u> and revenue source 801 on a draw journal voucher. See **Exhibit** 4-9, sequences 00003 and 00006.
- To refund previous year Federal grant revenue on a draw journal voucher use <u>Transaction Code 395</u> and revenue source 812. This transaction code debits "paid to grantor" in the grant file.
- To refund previous year Federal grant revenue by State warrant use <u>Transaction Code</u> <u>213</u> and revenue source 812 on a disbursement voucher. This transaction code debits "paid to grantor" in the grant file.
- Use <u>Transaction Code 014</u> to record a repayment of grant funds from deferred revenue to a grantor on a disbursement voucher. This transaction code debits "paid to grantor" in the grant file.

# EXHIBIT 4-9 - Z-TYPE (DRAW) JOURNAL VOUCHER TO REFUND CURRENT YEAR GRANT REVENUE

0855 4-94					F)	NAL		_	Z	0412		3170		Z68	040413	Z68 DOC. NO.
A		State	٥f	Tei	nnecc	90		D	OC TYPE	BATCH	DATE	DEPTE	NV	BATCH NO.	EFFECTIVE DATE	DOC. NO.
T							vou	CHER	t t	AC	н	WIR	E	TREASUR	Y WIRE #	
SEQ	CURR DOC UFFIX	TC	ъ	LEV	E-ED	GI.D	DEPT:	INDEX	GRANT:	PROJ	OBJ:AGY	SOUR	CE/ M	REF NO	DEBIT	CREDIT
350	LFFIX NO	10	K		r.r.D	ACCT		INDIA	SUB	SUB	OBJINOT	AG		l line in	AMOUNT	AMOUNT
00001		153		04	1100		31706	905	VOIPRO			801				15773.1 18626.8
00003		154			1100				WOZADM			801			13.99	
00004	C C	153		U 4	1100		31706 31704	209 115	WUZPKU E03000			801				4412.8 99816.8
00006		154			1100		31706		V03PRO			801			1060.80	73834.8
00007		153 153 471			1100 1100 1100		31706 31706 31706		W03PRO	i		801			222089.17	10699.4
													DOC	UMENT TOTAL	223163.96	223163.9
COMMI	ENTS	:						1							DOC DEBIT DOC CREDIT BAT DEBIT BAT CREDIT GRAND TOTAL	223163.9 223163.9 223163.9 223163.9 446327.9
				Nink.	V000000	- Adult-	rization				Department Department		Micar		Copy 4 - Department	File

#### K. IN-KIND TRANSACTIONS

In-kind contributions that may be used as match for Federal grants are property or services that benefit a grant-supported project or program. This third party contribution is without charge to the grantee, the subgrantee, or a cost-type contract under the grant or subgrant.

In-kind contributions must be verifiable from the records of recipients or cost-type contractors. These records must show how the value placed on third party in-kind contributions was determined. Donated services shall be supported by the same method that is used to compute or account for direct personnel costs in accordance with OMB Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments).

For additional information, see 45 CFR Part 74.23 for the Department of Health and Human Services or the appropriate Federal regulations for the Federal grantor agency.

After the value of cost-sharing or matching in-kind contributions has been determined, a Type H journal voucher should be prepared to record these costs in STARS. <u>Transaction Code 016</u> should be indicated on the debit side of the journal voucher as well as the appropriate grant number(s) and amount(s). Should a need arise to reduce in-kind contributions, use <u>Transaction Code 017</u> on the credit side of the journal voucher as well as the appropriate grant number(s) and amount(s). These transactions appear only on the Grant Status Report (829-01) and the STARS grant file screen. Journal vouchers should be submitted for processing at least as frequently as financial status reports are filed with the Federal grantor.

### L. RECORDING OTHER MATCHING TRANSACTIONS

Expenditures related to multi-funded grants must be recorded in STARS on a total grant basis. These include direct, indirect, and in-kind expenditures made by third-party entities from local resources that qualify as match for the grant. These expenditures are included in grant payment requests/grant financial reports submitted to State grantor agencies and ultimately included in reports to Federal grantors. See Section 5.K for in-kind transactions.

#### 1. Match Provided by Third Parties other than State Agencies

Third parties include all local governments, quasi-governmental entities, and private (both for-profit and not-for-profit) entities. Match provided by these entities must be recorded as both Other Revenue and Expenditures. Recording is by one of the following methods:

# a. Match is paid by the third party from other resources and reported to the State agency

**Method 1** (preferred) – use when:

- The contract with the third party is written on a net funding basis (the contract is for the net amount to be paid to the third party – excluding match), and
- o The match is recorded in a disbursement transaction

Use...

- (1). The appropriate transaction code for the nature of the expenditure (e.g., TC 103 for a payment against a contract encumbrance) to record 100% of the grant expenditures (including match)

  and
- (2). <u>Transaction Code 143</u> for the match portion of the transaction to produce the correct net payment amount and to recognize the Other Revenue (TC 143 reduces the warrant amount, adjusts the contract liquidation amount, and adds Other Revenue to the Grant File without affecting total Expenditures in the Grant File).

#### Method 2 - use when:

- The contract with the third party is written on a total funding basis (the contract includes the match to be provided by the third party), and
- The match is recorded in a disbursement transaction

Use...

- (1). The appropriate transaction code for the nature of the expenditure (e.g., TC 103 for a payment against a contract encumbrance) to record 100% of the grant expenditures (including match) and
- (2). <u>Transaction Code 209</u> for the match portion of the transaction to produce the correct net payment amount and to recognize the Other Revenue (TC 209 reduces the warrant amount and adds Other Revenue to the Grant File without affecting total Expenditures in the Grant File).

### b. Other portion / match is paid in advance to the State agency

**Method 3** – To record the receipt of matching revenue, use

- Transaction Code 025 to record a cash deposit
   or
- o Transaction Code 026 to recognize revenue on a Journal Voucher

Expenditures are reimbursed in full (contract is written on a total funding basis).

See Section 5.M.1.b. for a discussion of deferring revenue at year-end.

## 2. Match Provided By Other State Agencies

See Section 5.B "Interdepartmental Grants" beginning on page 24.

#### M. YEAR-END PROCEDURES

## 1. Deferred (Unearned) Revenue

#### a. Federal Revenue

Federal monies and advances from local agencies must be recorded to revenue even if an agency draws them in advance. At year-end, the agency must determine if the monies have been earned. Indirect costs are considered earned unless the Federal grantor has disallowed certain indirect costs and is in the process of requesting a refund. The fact that an interim rate is being used is not sufficient justification to record the revenue as deferred revenue. The type of Federally-approved cost allocation plan the agency uses should dictate treatment of indirect revenue at year-end. If it is determined that Federal revenue has not been earned, it must be transferred to deferred revenue.

To transfer Federal revenue to deferred revenue at year-end, a Type H (reallocation) journal voucher must be prepared.

(1). <u>Transaction Code 218</u> must be used on the debit side of the journal voucher to reduce revenue

and

(2). <u>Transaction Code 152</u> must be used on the credit side to increase deferred revenue. See Section 5.J.2 for instructions regarding the refund of deferred revenue.

Another Type H journal voucher must be prepared immediately to reverse the previous entry in the new year.

(1). <u>Transaction Code 163</u> must be used on the debit side to decrease deferred revenue

and

(2). Transaction Code 219 must be used on the credit side to increase revenue.

#### b. Other Revenue

In the instance where a third-party sub-grantee provides match in the form of a cash payment, Other revenue is recognized according to section 5.L.1.b. At year-end, revenue in excess of that used to match grant expenditures must be transferred to deferred revenue.

To transfer Other revenue to deferred revenue at year-end, a Type H (reallocation) journal voucher must be prepared:

(1). <u>Transaction Code 027</u> must be used on the debit side of the journal voucher to reduce revenue

and

(2). <u>Transaction Code 152</u> must be used on the credit side to increase deferred revenue.

Another Type H journal voucher must be prepared immediately to reverse the previous entry in the new year:

(1). <u>Transaction Code 163</u> must be used on the debit side to decrease deferred revenue

and

(2). <u>Transaction Code 026</u> must be used on the credit side to increase revenue.

## 2. Grants Referenced (Looked-up) by Cost Centers

Each June, the Division of Accounts creates Cost Center Table records for the upcoming fiscal year by duplicating the current year's records. Cost Centers that reference grants will continue to reference the same grants in the new fiscal year. If a grant changes in the new year, it will be necessary to change the Cost Center Table accordingly.

#### **Example:**

During FY 04, Cost Center A123C references Grant G01, SubGrant Y03 through September 30, 2003. Transactions with Effective Dates on or after October 1, 2003 reference Grant G01, SubGrant Y04.

5024 STARS COST CENTER TABLE MAINTENANCE DIRECT ACCESS: FUNCTION: I (A,C,D,I,N), F1-HELP, F2-RTN TO MENU, F4-END DIRECT ACCESS DEPARTMENT: 317 DIVISION: 05 COST CENTER A123C FFY: 04 TITLE: COST CENTER LOOKING UP GRANT G01 ORGANIZATIONAL LEVEL: PROGRAM LEVEL: STATEWIDE FUNCTION: GRANT: G01 SUBGRANT: Y03 OCATION: GRANT: G01 SUBGRANT: Y04 EFFECTIVE DATE: 100103 SPENDING PLAN IND: ORG LVL: 0 PGM LVL: 0 OBJ LVL: 1
EFFECTIVE START DATE: EFFECTIVE END CTL TYPE: 0 EFFECTIVE END DATE: LAST CHANGE DATE: 022604

The FY 04 record is duplicated to become the FY05 record. The Cost Center will reference Grant G01, SubGrant Y04 throughout FY 05 since all Effective Dates will be after October 1, 2003.

S024 TAR COST CENTER TABLE MAINTENANCE DIRECT ACCESS: FUNCTION: I (A,C,D,I,N), F1-HELP, F2-RTN TO MENU, F4-END DIRECT ACCESS DEPARTMENT: 317 DIVISION: 05 COST CENTER A123C FFY: 05 TITLE: COST CENTER LOOKING UP GRANT G01 6 3 ORGANIZATIONAL LEVEL: PROGRAM LEVEL: STATEWIDE FUNCTION: GRANT: G01 SUBGRANT: Y03 OCATION: GRANT: G01 SUBGRANT: Y04 EFFECTIVE DATE: 100103 SPENDING PLAN IND: ORG LVL: 0 PGM LVL: 0 OBJ LVL: 1 CTL TYPE: 0 EFFECTIVE START DATE: EFFECTIVE END DATE: LAST CHANGE DATE: 022604

If Grant G01, SubGrant Y05 is effective on October 1, 2004, the record must be changed to reflect the correct grants and effective date.

```
5024
                   COST CENTER TABLE MAINTENANCE
DIRECT ACCESS:
FUNCTION: I (A,C,D,I,N), F1-HELP, F2-RTN TO MENU, F4-END DIRECT ACCESS
DEPARTMENT: 317 DIVISION: 05 COST CENTER A123C FFY: 05
TITLE: COST CENTER LOOKING UP GRANT GO1
                                               7
ORGANIZATIONAL LEVEL:
       PROGRAM LEVEL:
  STATEWIDE FUNCTION:
GRANT: G01
GRANT: G01
            SUBGRANT: Y04
                                                          OCATION:
            SUBGRANT: Y05
                                EFFECTIVE DATE: 100104
SPENDING PLAN IND: ORG LVL: 0 PGM LVL: 0 OBJ LVL: 1
                                                        CTL TYPE: 0
           EFFECTIVE START DATE:
                                          EFFECTIVE END DATE:
                                            LAST CHANGE DATE: 022604
```

## **SECTION 6 – ON-LINE GRANT INQUIRES**

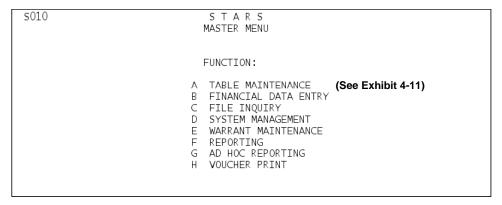
The on-line inquiry capability of STARS provides the system user with a means of retrieving current financial data and information. (See Section 7 for a description of daily and monthly accounting reports.) Access to data is controlled by the user's security profile. Refer to Chapter 10, <u>STARS Operating Manual</u>, for additional detailed information and explanations. Inquiry results may be saved to hard copy by using the print screen feature.

The starting point for on-line inquiries is the STARS master menu, which is accessed after logon procedures are completed and after reviewing current on-line news and information. See **Exhibit 4-10**. Sub-menus for listed sections are accessed by typing the associated letter in the Function field and pressing <Enter>.

For illustrative purposes, this section will follow two sequences from the STARS master menu. First, selected screens from the table maintenance section are shown. Second, selected screens from file inquiry are shown.

#### TABLE MAINTENANCE INQUIRY

#### **EXHIBIT 4-10 - MASTER MENU**



Type "A" in the Function field and press <Enter> to open the STARS table maintenance menu. See **Exhibit 4-11**.

#### **EXHIBIT 4-11 - TABLE MAINTENANCE MENU**

S011	S T A R S TABLE MAINTENANCE MENU	,
	FUNCTION:	
20 21 22 23 24 25 26 27 29 33 39	ALLOTMENT CONTROL TABLE VENDOR EDIT TABLE JOURNAL VOUCHER TEXT DESCRIPTOR TABLE COST CENTER TABLE VE PARENT/SUBSID INQ GRANT CONTROL TABLE PROJECT CONTROL TABLE VE ADDRESS INQ AGENCY CONTROL TABLE PAYROLL INTERFACE TABLE	(See Exhibit 4-14) (See Exhibit 4-12) (See Exhibit 4-13)

A screen is opened by typing its listed screen number in the Function field and pressing <Enter>. Each screen (except 25 and 29) provides access to records in the named table.

The following functions are available at each screen, but may be restricted by user security. (See **Exhibit 4-12** for a typical screen.)

- Function keys: <F1> Help; <F2> Return To Menu; <F4> End Direct Access
- Table Function (Enter the appropriate letter in the Function field and press <Enter>):
  - (A) Add a new record
  - (C) Change an existing record
  - (**D**) Delete a record (Use of delete is not recommended. Contact the STARS Development Section in the Division of Accounts.)
  - (I) Inquire to view an existing record
  - (N) Scroll to the next record in the table

The cost center table maintenance screen (**Exhibit 4-12**) permits the configuration of cost centers, including the look-up of grants. (For more information on cost centers, see Section 3.)

#### **EXHIBIT 4-12 - COST CENTER TABLE MAINTENANCE**

The grant control table screen (**Exhibit 4-13**) provides access to each grant record. (See Section 4 for detailed information regarding this table.)

#### **EXHIBIT 4-13 - GRANT CONTROL TABLE MAINTENANCE**

```
SO26

S T A R S

GRANT CONTROL TABLE

DIRECT ACCESS: ..

FUNCTION: . (A, C, D, I, N), F1-HELP, F2-RTN TO MENU, F4-END DIRECT ACCESS

DEPARTMENT: .. GRANT: .. SUBGRANT: .. CLOSE DATE: .....

GRANT TYPE: . FED AGENCY: .. FED CATALOG NO: ..... FED FFY: ..

FED GRANT NO: ..... FED LETTER OF CREDIT NO: .....

DESCRIPTION: ..... LOCATION: .....

MAINTENANCE OF EFFORT: ..... START DATE: .... END DATE: ....

FUNDING FORMULA: FEDERAL SHARE ..... SCHEDULE: ....

STATE SHARE .....

OTHER SHARE .....

FUNDING DISTRIBUTION

GRANT PCT GRANT PCT GRANT PCT GRANT PCT GRANT PCT .....

LAST CHANGE DATE:
```

The descriptor table menu (**Exhibit 4-14**) provides access to additional information found in the subtables listed on the descriptor table menu.

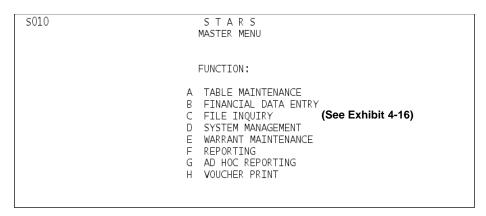
#### **EXHIBIT 4-14 - DESCRIPTOR TABLE MENU**

DIRECT ACCESS:  AA DEPARTMENT/DIVISION (D02/D03) AB ADMINISTERING AGENCY (D07) AC CATEGORY (D08) AD MAJOR/MINOR OBJECT (D09/D10) AE AGENCY OBJECT (D11) AF STWD FUNC/PGM/SUBPGM/ACTV (D15-D18) AG GAAP FUND (D21) AH FUND/FUND DETAIL (D22/D23) AJ PROGRAM LEVEL (D25-D30) AJ GL/SUBSIDIARY GL ACCOUNT (D31/D32) AK REVENUE TYPE (D33) AK REVENUE TYPE (D33) AL REVENUE SOURCE (D35) AM AGENCY REVENUE SOURCE (D36) AN LOCATION (D37) AN BANK NUMBER (D38) AQ FEDERAL CATALOG NUMBER (D40) AQ FEDERAL GRANT AGENCY (D41)	S023	S T A R S DESCRIPTOR TABLE		
AB ADMINISTERÍNG AGENCY (D07) AC CATEGORY (D08) AD MAJOR/MINOR OBJECT (D09/D10) AE AGENCY OBJECT (D11) AF STWD FUNC/PGM/SUBPGM/ACTV (D15-D18) AG GAAP FUND (D21) AI PROGRAM LEVEL (D25-D30) AJ GL/SUBSIDIARY GL ACCOUNT (D31/D32) AK REVENUE TYPE (D33) AK REVENUE SOURCE (D35) AM AGENCY REVENUE SOURCE (D36) AN AGENCY REVENUE SOURCE (D36) AN AGENCY REVENUE (D37) AN AGENCY REVENUE SOURCE (D38) AN AGENCY REVENUE SOURCE (D36) AN LOCATION (D37) AD BANK NUMBER (D38) AP FEDERAL CATALOG NUMBER (D40) BB REMITTANCE MESSAGE (D49) AT TRANSACTION CODE MESSAGE (D50) AU ERROR CODE MESSAGE (D51) AV REROR CODE (D31) AV REROR CORRECTION ELEMENT (D52) AV RESTRICTED ACCESS TIME (D65) AN ORGANIZATION LEVEL (D70-D77) AD OPERATOR DT RANGE (D63) BB BUSINESS TYPE (D64) AR REVENUE SOURCE (D35) BC REMITTANCE TABLE (D79) AM AGENCY REVENUE SOURCE (D36) BB PAYROLL HOUR TYPE DROP (D80) AN LOCATION (D37) BE EMPLOYEE CLASS CODE (D81) AP FEDERAL CATALOG NUMBER (D40) BG DOCUMENT TYPE (D83)	DIRECT	ACCESS: SUBTABLE:		
	AB AC AD AF AG AH AI AJ AK AL AM AN AO AP	ADMINISTERING AGENCY (D07) CATEGORY (D08) MAJOR/MINOR OBJECT (D09/D10) AGENCY OBJECT (D11) STWD FUNC/PGM/SUBPGM/ACTV (D15-D18) GAAP FUND (D21) FUND/FUND DETAIL (D22/D23) PROGRAM LEVEL (D25-D30) GL/SUBSIDIARY GL ACCOUNT (D31/D32) REVENUE TYPE (D33) REVENUE TYPE (D35) AGENCY REVENUE SOURCE (D36) LOCATION (D37) BANK NUMBER (D38) FEDERAL CATALOG NUMBER (D40)	AS AT AU AV AX AY AZ BA BB BC BB BE BF	REMITTANCE MESSAGE CODE (D49) TRANSACTION CODE MESSAGE (D50) ERROR CODE MESSAGE (D51) ERROR CORRECTION ELEMENT (D52) CURRENT DATE (D61) RESTRICTED ACCESS TIME (D65) ORGANIZATION LEVEL (D70-D77) OPERATOR CLASS (D62) OPERATOR DT RANGE (D63) BUSINESS TYPE (D64) REMITTANCE TABLE (D79) PAYROLL HOUR TYPE DROP (D80) EMPLOYEE CLASS CODE (D81) MACHINE CLASS DEFINITION (D82)

#### **FILE INQUIRY**

The next STARS screen moves from the STARS master menu (**Exhibit 4-15**) to the file inquiry menu (function C under the master menu).

#### **EXHIBIT 4-15 - MASTER MENU**



Type "C" in the Function field of the master menu and press <Enter> to open the STARS file inquiry menu (Exhibit 4-16).

## **EXHIBIT 4-16 - FILE INQUIRY MENU**

S014	S T A R S FILE INQUIRY MENU FUNCTION:
61 62 63 64 65 66 67 68 69 70 71 73 76 77 78	ALLOTMENT FILE APPROPRIATION FILE SPENDING PLAN FILE DOCUMENT FILE PROJECT FILE GRANT FILE (See Exhibit 4-17) OPERATING FILE HISTORY FILE SUBSIDIARY FILE VENDOR FINANCIAL FILE VENDOR PAYMENT FILE SPENDING PLAN SHADOW FILE GENERAL LEDGER FILE GRANT SHADOW FILE ALLOTMENT SHADOW FILE SYSTEM LOG

A screen is opened by typing its listed screen number in the Function field and pressing <Enter>. Each screen provides access to records in the named file. The grant file is Screen 66. See **Exhibit 4-17**.

The following functions are available on each inquiry screen:

- Function keys: <F1> help; <F2> return to menu; <F4> end direct access
- File record functions (Enter the appropriate letter in the Function field and press <Enter>):
   (I) inquire to view an existing record;
   (N) scroll to the next record in the file.

File inquiry screens display activity balances for particular periods. It is necessary to specify which period is desired when performing an inquiry. This is done by typing a code for the desired period in the Period Selected field. Each screen lists which periods are available. The following period codes are used:

CMA	Current Month Activity
CMB	Current Month Balance (total activity for the State's fiscal year-to-date)
PMA	Prior Month Activity
PMB	Prior Month Balance (total activity for the State's fiscal year through the end of the prior month)
PY	Prior Year (total activity for the prior State fiscal year)
YTD	Year to Date (grant and project files only – total activity for the state's fiscal year-to-date)
PTD	Project To Date (project file only – total activity from the beginning of the project)
ITD	Inception To Date (grant file only – total activity from the inception of the grant)

#### **EXHIBIT 4-17 - GRANT FILE**

S066 S T A R SGRANT FILE DIRECT ACCESS: .. FUNCTION: . (I, N,), F1-Help, F2-RETURN TO MENU, F4-END DIRECT ACCESS DEPT: ... GRANT NO: ... SUB-GRANT: ... FUND: .. PERIOD SELECTED: ... ( ITD YTD PY ) GRANT AWARD-FED: **REQUISITIONS:** GRANT AWARD-OTHER: ENCUMBRANCES: REVENUE-FED: ACCRUED LIAB: INDIRECT COST REV: ACCRUED EXPEND: CASH EXPEND: REVENUE-OTHER: GRANTS REC-FED: IN KIND SERVICES: GRANTS REC-OTHER: ADVANCES TO: PROGRAM INCOME: INTRA TRANSFERS OUT: INTER TRANSFERS OUT: OTHER DEDUCTIONS: ADVANCES FROM: INTRA TRANSFERS IN: INTER TRANSFERS IN: PAID TO GRANTOR: INDIRECT COSTS: OTHER ADDITIONS: AVAIL TO DRAW-FED: IN KIND SVCS REV: AVAIL TO DRAW-OTHER:

The financial fields displayed on the grant file screen are as follows. (See Appendices A & B for the STARS transaction codes that post to each field.)

<b>Grant File Field Name</b>	Full Name	<u>Description</u>
GRANT AWARD-FED	Grant Award-Federal	The amount of a Federal grant award, net of any increases or decreases. Includes direct grant awards from the Federal Government and subgrants from other State grantee agencies that are funded in total from the Federal Government.
GRANT AWARD-OTHER	Grant Award-Other	The amount of a non-federal grant award, net of increases or decreases.
REVENUE-FED	Revenue-Federal	Federal revenue received for direct costs.
INDIRECT COST REV	Indirect Cost Revenue	Federal revenue received for indirect costs.
REVENUE-OTHER	Revenue-Other	Non-federal revenue received.
GRANTS REC-FED	Grants Receivable- Federal	Federal grant revenue receivable.
GRANTS REC-OTHER	Grants Receivable-Other	Non-federal revenue receivable.
PROGRAM INCOME	Program Income	Income received from a grant activity (e.g., fees for services).
ADVANCES FROM		No longer used.

<b>Grant File Field Name</b>	Full Name	<u>Description</u>
INTRA TRANSFERS IN		No longer used.
INTER TRANSFERS IN		No longer used.
OTHER ADDITIONS	Other Additions	Adjustment-type transactions increasing a grant's balance that cannot be classified elsewhere.
IN KIND SVCS REV	In-Kind Services Revenue	A contra account for in-kind service. In-kind services revenue is credited when in-kind services is debited, and vice versa.
REQUISITIONS	Requisitions	Total outstanding balance for all purchase requisitions (GL 0452) and contract requisitions (GL0451).
ENCUMBRANCES	Encumbrances	Total outstanding balance for encumbrances (GL 0453 purchase orders) and contract encumbrances (GL 0450 contracts with a specific vendor).
ACCRUED LIAB	Accrued Liabilities	Costs of goods and/or services received in a particular State fiscal year for which payment has not been rendered during that fiscal year.
ACCRUED EXPEND	Accrued Expenditures	Expenditures for which no warrant has been written.
CASH EXPEND	Cash Expenditures	Expenditures for which a warrant has been written, plus accrued liabilities paid in the current year, plus other transactions affecting expenditures (e.g., journal vouchers).
IN KIND SERVICES	In-Kind Services	Services used instead of State funds to match a grant and/or expenditures made by a third party in an area not directly related to the grant that is allowed as match.
ADVANCES TO	Advances to	Advances to subgrantees.
INTRA TRANSFERS OUT		No longer used.
INTER TRANSFERS OUT		No longer used.
OTHER DEDUCTIONS	Other Deductions	Adjustment-type transactions decreasing a grant's balance that cannot be classified elsewhere.

Grant File Field Name	Full Name	<u>Description</u>
PAID TO GRANTOR	Paid to Grantor	Amounts repaid to a grantor (e.g., funds unexpended at the end of a grant).
INDIRECT COSTS	Indirect Costs	The amount of indirect costs charged to the grant.
AVAIL TO DRAW-FED	Available to Draw- Federal	The amount of the Federal revenue available, computed as follows: Grant Award-Fed <u>less</u> Revenue-Fed <u>less</u> Indirect Cost Rev.
AVAIL TO DRAW-OTHER	Available to Draw-Other	The amount of Other revenue available, computed as follows: Grant Award-Other less Revenue-Other.

## **SECTION 7 -- GRANT REPORTS**

#### A. INTRODUCTION

STARS provides a number of basic standard financial reports. These standard reports, together with Financial Data Warehouse System (FDAS) reporting and on-line inquiry, provide a comprehensive system for reporting of grant status and activity.

The monthly financial reports for tracking and managing grant activity are:

Report Name	ID Number	Commonly Named
Grant Status Report	AG05B829-01	829 Report
Schedule Of Grant Activity	AG05B830-01	830 Report
Grant Drawdown Report (Monthly)	AG05B832-01	832 Report
Grant Expenditures By Object	AG05B834-01	834 Report
Grant Expenditures By Object (Summary)	AG05B835-01	835 Report
Monthly Grant Transactions By Grant Field	AG05B836-01	836 Report

Fiscal reporting periods are prior month (PM) and prior State fiscal year (PY). The fiscal period covered by the reports is listed on the second line, top left, of each report, by a two character designation, PM or PY.

The following report is available daily:

Report Name	<u>ID Number</u>	Commonly Named
Daily Grant Drawdown Report	AG05B833-01	833 Report

All reports are stored on Infopac, the State's output management system. Infopac reports may be accessed via a network connection or via the Internet/Intranet using the "Document Direct" application. Reports may be viewed, printed locally, or printed at the State's Data Center.

Infopac stores reports by report ID such as "AG05B829-01". Within report ID is report version, which is simply the date and time that the report was sent to Infopac. Versions for monthly reports are available for one year, while the daily report versions are available for one month.

## B. GRANT STATUS REPORT (829-01) (See Exhibit 4-18)

The Grant Status Report (829-01) provides summary information on the status of expenditures, obligations and revenues made against a grant, the unexpended / unobligated grant balance, the undrawn award, and computed balance.

- The report is produced during the periodic (generally monthly) closing process.
- The data source is the STARS grant file.
- Information is provided for the period beginning with the inception of the grant and ending on the specified accounting date.

The 829-01 report can be used to reconcile the grant expenditures. The Cash/Accrued Expenditures amount on the 829-01 report is made up of inception to date grant expenditures less inception to date prior year grant refunds. The amount of grant expenditures less prior year refunds is needed to prepare the Federal financial status report. (Note: If the 834-01 or 835-01 report is used to prepare the Federal financial status report, prior year refunds must be netted against the cash and accrued expenditures amount. The 829-01 is useful in reconciling the prior year refund amount.)

## **Report Grouping and Sorting**

- Grouping is by department code within administering agency.
- Sorting is by grant, subgrant, and fund codes (fund codes are not displayed rather, a separate grant/subgrant record is printed for each fund affected).

#### **Report Details**

The report format uses multiple, or stacked, column headings and is comprised of the following data items:

Report Field Name	Full Name	<u>Description</u>
GRANT/ SUBGR	Grant and Subgrant	The grant or grant/subgrant number.
GRANT TITLE	Grant Title	The grant title, taken from the Grant Control Table.
CASH/ACC EXPEND	Cash and Accrued Expenditures	The total cash and accrued expenditures charged to the grant, reduced by recoveries.
ACC LIABILITY	Accrued Liability	The balance of accrued liabilities (net of liquidations).

Report Field Name	Full Name	<u>Description</u>
ENC/REQUISITIONS	Encumbrances and Requisitions	The balance of all contract encumbrances (GL 0450), contract requisitions (GL 0451), requisitions (GL 0452), and encumbrances (GL 0453) charged against the grant.
INDIRECT COSTS	Indirect Costs	The total of all indirect costs recorded against the grant.
ADVANCES TO	Advances To	The net amount of funds advanced to subgrantees.
PROGRAM INCOME	Program Income	Generally, any revenue generated by the direct operation of the grant.
NET EXP/COMMITMENT	Net Expenditures and Commitments	The net expenditures and commitments of the grant, specifically: Cash and Accrued Expenditures <u>plus</u> Advances To <u>plus</u> Encumbrances and Requisitions <u>plus</u> Indirect Cost <u>plus</u> Accrued Liabilities <u>less</u> Program Income.
IN-KIND REV/EXP	In-Kind Revenue and Expenditures	The in-kind contributions provided that are eligible to be used toward the State's share of a grant's matching requirement.
FED SHARE EXP/COMM	Federal Share of Expenditures and Commitments	The Federal share of obligations against the grant, calculated by multiplying the Net Expenditures and Commitments (see previous description) by the Federal Funding Percentage stored in the Grant Control Table.
GRANT AWARD	Grant Award	The original grant amount, adjusted by any revisions.
DIRECT REVENUE	Direct Revenue	The Federal revenue drawn for direct costs.
INDIRECT REVENUE	Indirect Revenue	The Federal revenue drawn for indirect costs.
UNEXP/COMM AWARD	Unexpended and Uncommitted Award Balance	The Grant Award <u>less</u> the Federal Share of Expenditures and Commitments.
UNDRAWN AWARD	Undrawn Award Balance	The Grant Award <u>less</u> Direct Revenue <u>less</u> Indirect Revenue.

Report Field Name	Full Name	<u>Description</u>
COMPUTED BALANCE	Computed Balance	The uncompensated balance of the grant, specifically: (Cash and Accrued Expenditures <u>plus</u> Indirect Cost <u>plus</u> Advances To <u>less</u> Program Income), multiplied by the Federal Funding Percentage; <u>less</u> Direct Revenue <u>less</u> Indirect Revenue.

# Report Totals

- The report subtotals by grant code if there are two or more subgrants.
- The report totals by department code (inaccurately labeled as "TOTAL AGENCY").

## **EXHIBIT 4-18 – GRANT STATUS REPORT (829-01)**

REPORT ID: AGO5B829-01		STATE OF TENN	IESSEE		ADMIN AGENCY: 343.0
KEI OKT ID: MODDES VI	STATEWIDE ACCOUNTING AND REPORTING SYSTEM			PONEII POLITCI. 373.0	
03/13/04 (17:21) PM				ADMINISTRATION	
1-,, (,		ACCOUNTING DATE 02			PAGE: 518
DEPARTMENT 343			,,		
	CASH/ACC_EXPEND	INDIRECT COSTS	NET EXP/COMMITMENT	GRANT AWARD	UNEXP/COMM AWARD
GRANT/	ACC LIABILITY	ADVANCES TO	IN-KIND REV/EXP	DIRECT REVENUE	UNDRAWN AWARD
SUBGR GRANT TITLE	ENC/REQUISITIONS	PROGRAM INCOME	FED SHARE EXP/COMM	INDIRECT REVENUE	COMPUTED BALANCE
1D3 FOO IMMUNIZATION	2,922,946.20	43,240.62	3,300,604.80	2,811,159.00	489,445.80-
	19,632.04-	.00	.00	2,767,603.76	10,987.90-
	354,050.02	.00	3,300,604.80	54,543.14	144,039.92
1D4 FOO NOT RECIEVE	178,306.59	2,182.81	467,837.64	1,347,965.00	880,127.36
	.00	.00	.00	138,266.57	1,207,515.62
	287,348.24	.00.	467,837.64	2,182.81	40,040.02
1D4 100 IMMUNIZATION	3,815,047.22	127,450.45	4,010,233.41	3,932,636.93	77,596.48-
	4,945.49	.00	.00	3,838,386.03	9,830.32-
	62,820.67	30.42	4,010,233.41	104,081.22	.00
TOTAL GRANT	3,993,353.81	129,633.26	4,478,071.05	5,280,601.93	802,530.88
	4,945.49	.00	.00	3,976,652.60	1,197,685.30
A CA DEM CTD CED DEMANCED LTTAN	350,168.91	30.42	4,478,071.05	106,264.03	40,040.02
1EO DEM STD SEP - DEMONSTRATION	,	.00	55,983.21	.00	55,983.21-
	.00	.00	.00	55,983.21	55,983.21-
	.00.	.00	55,983.21	.00.	.00
TOTAL AGENCY	4,834,632,321.36	52,532,563.47	4,429,915,469.90	9,570,754,505.47	144,764,676.53
	122,649,654.90	.00	.00	9,295,502,276.38	243,673,320.31
	41,030,428.24	620,929,498.07	9,425,989,828.94	31,578,908.78	39,147,424.19

# C. SCHEDULE OF GRANT ACTIVITY (830-01) (See Exhibit 4-19)

The <u>Schedule of Grant Activity Report</u> (830-01) provides summary level information on the status of each grant. It is designed to satisfy the requirements of the Federal Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Subpart C, Section .310 (b) and to facilitate the year-end grant activity reporting process. The reported balances reflect all transactions approved for processing by Finance and Administration, Division of Accounts, and posted in STARS.

- The report is produced during the periodic (generally monthly) closing process.
- The data source is the STARS grant file.
- Information is provided for the State fiscal year (through the specified accounting date).

The 830-01 report must, in accordance with Department of Finance and Administration Policy 20, be utilized as the basis for preparing the Schedule of Expenditures of Federal Awards and can be used to verify year-end Federal receivables. (Specific guidance for preparing the Schedule of Expenditures of Federal Awards is contained in the Year-End Accounting Reference Manual published in May of each year.)

Two items regarding the 830-01 Report warrant mentioning:

**Accrued Liabilities:** Accrued liabilities are considered as grant obligations and are not reflected on the 830-01 until expended. Transaction codes in STARS that set up accrued liabilities were established with this in mind.

**Paid to Grantor:** Expenditures in the Paid to Grantor column should consist of amounts actually paid to Federal grantor agencies. Examples of paid to grantor are return of unexpended funds at the end of a terminated grant or return of funds for other reasons to the grantor at the grantor's request. Paid to Grantor does not include funds transferred to another state agency -- only amounts that have been returned to the Federal Government. These amounts should not include payments for questioned costs. Disallowances are repaid with State funds and, therefore, are not reflected on the 830-01.

#### **Report Grouping and Sorting**

- Grouping is by department code within administering agency.
- Sorting is by grant, subgrant, and fund codes (fund codes are not displayed rather, a separate grant/subgrant record is printed for each fund affected).

## **Report Details**

The report format uses multiple, or stacked, column headings and is comprised of the following data items:

Report Field Name	Full Name	<u>Description</u>
GRANT/SUBGRANT	Grant and Subgrant	The grant or grant/subgrant number.
GRANT TITLE	Grant Title	The grant title, taken from the Grant Control Table.
BEGINNING BALANCE	Beginning Balance	The Beginning Balance of this report equals the ending balance from the prior fiscal year.
TRANSFERS IN	Transfers In	No longer used.
EXPENDITURES	Expenditures	Federally-reimbursable expenditures, specifically: The total of Cash and Accrued Expenditures plus Indirect Cost less Program Income, multiplied by the Federal Funding Percentage in the Grant Control Table. (NOTE: 812 revenue posts as a reduction of expenditures in the grant file.)
TRANSFERS OUT	Transfers Out	No longer used.
ENDING BALANCE	Ending Balance	The unreimbursed Federal portion of the grant, specifically: Beginning Balance <u>plus</u> Receipts <u>less</u> Cash and Accrued Expenditures <u>less</u> Paid To Grantor. A negative amount indicates that expenses exceed revenue.
FED GRANT/AGENCY	Federal Grant Number and Agency	The Federal grant number and the Federal agency code recorded in the Grant Control Table.
GRANT PERIOD	Grant Period	The time period of the grant as recorded in the Grant Control Table.
RECEIPTS	Receipts	The Federal revenue (direct and indirect) received on the grant.
OTHER ADDITIONS	Other Additions	No longer used.
PAID TO GRANTOR	Paid to Grantor	Funds repaid to the grantor.

Report Field Name <u>Full Name</u> <u>Description</u>

OTHER DEDUCTIONS Report Totals

Other Deductions No longer used.

- The report subtotals by grant code if there are two or more subgrants.
- The report totals by department code (inaccurately labeled as "TOTAL AGENCY").

## **EXHIBIT 4-19 – SCHEDULE OF GRANT ACTIVITY (830-01)**

REPORT ID: AGO5B830-01		STATE OF TENNESSEE		VUY.	MIN AGENCY: 343.0
VELOVI ID. MOODOOO OI	STATEWINE AN	COUNTING AND REPORT	TING SYSTEM	DEPT OF HEALTH	
		DULE OF GRANT ACTIVI		EXECUTIVE ADMI	
02/14/04 (19:35) PM		OUNTING DATE 01/31/0		EXECUTIVE ADMI	PAGE 24
DEPT 343 DEPT OF HEALTH	ACC.	MILLING DATE OIT SITE	77		I AND 24
GRANT/SUBGRANT GRANT TITLE	BEGINNING BALANCE	TD ANSCEDS TN	EXPENDITURES	TRANSFERS OUT	ENDING BALANCE
FED GRANT/AGENCY GRANT PERIOD	RECEIPTS	OTHER ADDITIONS	PAID TO GRANTOR	OTHER DEDUCTIONS	CHOTHA DVEVICE
1S6-100 LEAD POISON	285.00	.00	.00	.00	.00
H64/CCH40915/0004 07/01/95-06/30/96	285.00-		.00.	.00	.00
157-100 LEAD POISON	5,000.00	.00	10,730.91	.00	.00
H64/CCH40915/0004 07/01/96-06/30/97	5,730.91	.00	.00	.00	.00
1T3-CO1 QA TITLE 18 COMPLAIN	.00	.00	15,284.52	.00	6,790.81
05-0305-TN-5/0004 10/01/02-09/30/03	22,075.33	.00	.00	.00	-,
1T3-CO2 QA TITLE 18 COMPLAIN	.00	.00	34,508.09	.00	11,681.42
05-0305-TN-5/0004 10/01/02-09/30/03	46,189.51	.00		.00	,
1T3-CO3 OA TITLE 18 COMPLAIN	.00	.00	10,509.99	.00	2,944.30
05-0305-TN-5/0004 10/01/02-09/30/03	13,454.29	.00		.00	-,
1T3-CO4 QA TITLE 18 COMPLAIN	.00	.00	222.15	.00	22.28
05-0305-TN-5/0004 10/01/02-09/30/03	244.43	.00	.00	.00	
1T3-CO5 QA TITLE 18 COMPLAIN	.00	.00	233.80	.00	119.60
05-0305-TN-5/0004 10/01/02-09/30/03	353.40	.00	.00	.00	
1T3-S06 QA TITLE 18 SURVEY -	.00	.00	31,571.11	.00	10,980.21
05-0305-TN-5/0004 10/01/02-09/30/03	42,551.32	.00	.00	.00	10,300.21
1T3-S07 OA TITLE 18 SURVEY -	.00	.00	622.10	.00	1,653.01
05-0305-TN-5/0004 10/01/02-09/30/03	2,275.11	.00	.00	.00	1,033.01
1T3-S09 OA TITLE 18 SURVEY -	.00	.00	6.22	.00	132.84
05-0305-TN-5/0004 10/01/02-09/30/03	139.06	.00	-00	.00	132.01
1T3-U01 OA TITLE 18 UNUSUAL	.00	.00	7,176.91	.00	867.13
05-0305-TN-5/0004 10/01/02-09/30/03	8,044.04	.00	.00	.00	
TOTAL GRANT	519,768.26-	.00	671,928.34	.00	22,084.32
	1,213,780.92	.00	.00		.00
TOTAL AGENCY	37,717,238.81-	.00	130,848,357.92	.00	39,358,351.26
Tarrie Hacite	129,207,245.47	.00	.00		.00
	, ,	•••	•••	·	

# D. GRANT DRAWDOWN REPORT - MONTHLY (832-01) (See Exhibit 4-20)

The <u>Grant Drawdown Report</u> (Monthly) (832-01) provides agencies with information on the amount of Federal and/or Other monies that should be drawn for a given grant or subgrant.

- The report is produced during the periodic (generally monthly) closing process.
- The data source is the STARS history file.
- Information is provided for the accounting period (month) ending on the specified accounting date.

The 832-01 report can be used to facilitate the drawdown of grant funds where the Federal agency requires the funds to be drawn monthly and to reconcile the expenditures to the amount of Federal funds drawn.

## **Report Grouping and Sorting**

 Grouping is by department, grant, subgrant, division, and accounting period codes within administering agency. (The accounting period code represents the <u>calendar</u> month [e.g., 02 is February] that corresponds to the affected accounting period.) The report subgroups and totals by the following grant file fields:

> Cash expenditures Indirect costs Advances to Program income

 Sorting within subgroups is by cost center, major/minor/agency object codes, and revenue source/agency source codes.

### **Report Details**

The report is comprised of the following data items:

Report Field Name	Full Name	<b>Description</b>	
TRAN CODE	Transaction Code	The transaction code transaction.	used on the
RI	Reverse Indicator	Identifies if the effect of code is to be reversed	
BATCH	Batch Sequence Identification	Identifies each transaction Composed of DPT/DIV described below.	
DPT/DIV	Batch Department / Division	Originating departmen	nt/division.
DATE	Batch Date	Date the batch was be	egun.
Volume 1 Accounting	Last Update November 1, 2004		Chapter 4 – Section 7 Page 70 of 114

Report Field Name	Full Name	<u>Description</u>
TYPE	Batch Type	Standardized batch classification code that identifies the type of transaction.
NO	Batch Number	Agency-assigned batch control number.
SEQ	Batch Sequence Number	A sequential number assigned to each transaction record in a batch.
DI	Duplicate Record Indicator	Used to further identify a transaction when STARS reuses the batch sequence number, thereby making the record unique in STARS and preventing duplicate transaction records.
OBJ	Object	The three digit major / minor object code used in the transaction.
AGY OBJ	Agency Object	The three digit agency object code that may be used as a further breakdown of the major / minor object code.
SRC	Source	The three-digit revenue source code that identifies the type of revenue being recorded.
AGY SRC	Agency Source	The three-digit agency source code that may be used to further define the source of the revenue.
COST CENTER	Cost Center	The cost center code that is used to provide a functional classification of transactions within a division.
CURRENT DOC NO	Current Document Number	A number, which may contain a maximum of nine digits, which is assigned by an agency or preprinted on the document to assist in identifying a transaction.
AMOUNT	Amount	The amount of the transaction.
CASH EXPENDITURES	Cash Expenditures	The total of cash expenditure listed. Disbursement vouchers will not appear on the report until the associated printed warrant, ACH, or LGIP transaction is created.
ADVANCES TO	Advances To Subgrantees	The total of the advances to subgrantee transactions listed (if applicable).

Report Field Name	Full Name	<u>Description</u>
TOTAL DIRECT EXPENDITURES	Total Direct Expenditures	The total of Cash Expenditures and Advances To transactions.
INDIRECT COSTS	Indirect Costs	The total of the indirect cost transactions listed (if applicable).
TOTAL EXPENDITURES	Total Expenditures	The total of Total Direct Expenditures and Indirect Costs.
TOTAL PROGRAM INCOME REVENUE	Total Program Income Revenue	The total of all Program Income transactions listed (if applicable).
	RECAP SEC	CTION
TOTAL EXPENDITURES	Total Expenditures	Total Expenditure transactions (cash expenditures and advances to subgrantees)
LESS PROGRAM INCOME	Less Program Income	Total Program Income Revenue.
NET EXPENDITURES	Net Expenditures	The difference between Total Expenditures and Program Income.
FEDERAL FINANCIAL PARTICIPATION %	Federal Financial Participation %	The Federal Funding Percentage recorded in the Grant Control Table.
FEDERAL FINANCIAL PARTICIPATION AMOUNT	Federal Financial Participation Amount	The amount of Net Expenditures multiplied by the Federal Funding Percentage.
OTHER FINANCIAL PARTICIPATION %	Other Financial Participation %	The Other Funding Percentage recorded in the Grant Control Table.
OTHER FINANCIAL PARTICIPATION AMOUNT	Other Financial Participation Amount	The amount of Net Expenditures multiplied by the Other Funding Percentage.
FINANCIAL PARTICIPATION	Financial Participation	A breakdown of the Federal Financial Participation Amount and Other Participation Amount by cost center.

## **Report Totals**

The report provides no subtotals or totals beyond those described above.

# **EXHIBIT 4-20 – MONTHLY GRANT DRAWDOWN REPORT (832-01)**

REPORT ID: AG05B832-	01	STATE OF TENNE STATEWIDE ACCOUNTING AND	ESSEE ) REPORTING SYSTEM	ADMIN AGENCY 318. TENNCARE
03/13/04 (17:21) PM DEPARTMENT GRANT SUB-GRANT DIVISION GRANT PERIO	CYCLEO0186 318 TENNCARE 34B 050 MEDICAID ADM 65 TENNCARE ADMINISTR/ DD 10/01/03 TO 09/30/04	GRANT DRAWDOWN ACCOUNTING DATE OF FED FFY FED GRANT FED GRANTI TION FED LOCATI FED CATALO	ESSEE ) REPORTING SYSTEM REPORT 02/28/04 04 NUMBER 5-040STN048 ING AGY U.S. DEPARTMENT OF HEAL	TENNICARE ADMINISTRATION PAGE 4  TH AND HUMAN SERVICES
PERIOD TRAN R CODE I DPT/DIV   117   317.01   02   117   317.05   02   117   317.05   02   117   317.05   02   117   317.05   02   117   317.05   02   702   318.65   02   117   317.05   02   117   317.05   02   117   317.01   02   702   318.65   02	02 - BATCH	AGY AGY CC 0B1 0B3 SRC SRC CEN 253 101 252 100 252 100 252 104 252 104 134 111 134 111 134 111 134 111 252 111 253 111 083 111	OST CURRENT ATER DOC NO AMI  TELO70067  STAR08060  STAR08060  STAR08060  STAR08060  1 020404C01 23,  021204C04 598,  1 021104C02 151,  STAR08060  TEL070067  2 020304C02 31,  STAR08060	DUNT 107.97 2.22 2.96 1.48 1.48 530.40 361.54 505.43 9.62 33.53 33.500 335.00
117 317.05 02, 117 317.05 02, 117 317.05 02, 117 317.01 02,	/29/04 I 051 00547 ( /29/04 I 051 00548 ( /29/04 I 051 00549 ( /23/04 F 007 00543 (	TOTAL DIRECT EX	PENDITURES 44,832,	531.41
			JRES 44,832,	
015 318.65 02, 015 318.65 03, 015 318.65 02, 015 318.65 02,	/25/04 C 065 00003 C /25/04 C 064 00036 C /02/04 C 070 00010 C /27/04 C 068 00027 C /27/04 C 068 00014 C /27/04 C 068 00010 C	880 EAP 118 880 EAP 118 880 EAP 118 880 EAP 118 880 EAP 118 880 EAP 118 880 EAP 118 70TAL PROGRAM I	625082510 7,1 625082505 1,1 625082515 5 625082513 4 625082512 5 625082511 4 625082511 7,1 NCOME REVENUE 46,8	00.00- .00.00- i25.00- i75.00- i50.00- .00.00- .25.00- i55.44-
		TOTAL E LESS: NET EXP FEDERAL FEDERAL OTHER F	XPENDITURES PROGRAM INCOME ENDITURES FINANCIAL PARTICIPATION % FINANCIAL PARTICIPATION AMOUN	4,832,531.41 46,855.44- 14,785,675.97 10.00
	3	FINANCIAL PT/DIV COST CENTER 18.65 010 18.65 011	PARTICIPATION FED AMOUNT OTHER # 98,950.66 4,330.38	TUNDOM 0.00 0.00
		18.65 172 18.65 180 18.65 190 18.65 95 18.65 96 18.65 99	51,032.61 678,567.01 0.74 0.74 1.48 873.37 22,392,837.91	0.00 0.00 0.00 0.00 0.00 0.00 0.00

# E. GRANT EXPENDITURES BY OBJECT REPORT (834-01) (See Exhibit 4-21)

The <u>Grant Expenditures By Object Report</u> (834-01) provides a summary of grant expenditures by object and by agency object codes. The report provides this information for the current month, quarter to date, State fiscal year to date and grant to date. Grants are reported at the division level with totals by subgrant.

- The report is produced during the periodic (generally monthly) closing process.
- The data source is the STARS operating file.
- Information is provided for the State fiscal year (through the specified accounting date).

The 834-01 report can be used to reconcile the grant expenditures. The amount of the grant expenditures less the prior year refunds is needed to prepare the Federal financial status report. The total grant expenditures per the 834-01 report netted against the inception to date prior year grant refunds should equal the cash /accrued expenditures per the 829-01 report.

# **Report Grouping and Sorting**

- Grouping is by department, grant, subgrant, and division codes within administering agency.
- Sorting is by major/minor/agency object code within category.

# **Report Details**

The report is comprised of the following data items:

Report Field Name	Full Name	<u>Description</u>
CAT	Category	The expenditure category: 1 for payroll; 2 for other than payroll.
OBJ	Object	The major and minor object code.
AOBJ	Agency Object	The agency object code.
OBJECT TITLE	Object Title	The title of the minor object code from the STARS D10 descriptor table.
CASH AND ACCRUED EXPENDITURES	Cash and Accrued Expenditures	The total expenditures for the following periods:
CURRENT MONTH		The month ending on the specified accounting date.

Report Field Name	Full Name	<u>Description</u>
QUARTER TO DATE		Fiscal quarter through the specified accounting date.
FISCAL TO DATE		Fiscal year through the specified accounting date.
GRANT TO DATE		Inception of the grant through the specified accounting date.
OUTSTANDING OBLIGATIONS	Outstanding Obligations	The balance of all outstanding contract encumbrances (GL0450), contract requisitions (GL0451), requisitions (GL0452) and encumbrances (GL0453) charged against the grant.

# **Report Totals**

The report subtotals by major object, category, division, subgrant, and grant codes.

**NOTE:** Report 834-01 differs from Report 835-01 in the following ways:

- 1. The source of Report 834-01 is the operating file. The source of Report 835-01 is the grant file.
- 2. Report 834-01 lists the expenditures under the allocating grant. Report 835-01 lists the expenditures under the grants to which allocations were made.
- 3. Report 834-01 includes accrued liabilities as expenditures. Report 835-01 lists accrued liabilities separately.

# EXHIBIT 4-21 - GRANT EXPENDITURES BY OBJECT (834-01)

REPOR	T ID: AGOS	3834-01	STATE OF TENNESSEE ADMIN AGEN STATEWIDE ACCOUNTING AND REPORTING SYSTEM DEPT OF HEALTH GRANT EXPENDITURES BY OBJECT COMMUNICABLE AND ENVI				
	DIVISÍ(	MENT 343 DEPT OF SUBGRANT 1F3 FOO HIV PREV ON 49 COMMUNIC	HEALTH	UNTING DATE 02/28/04 ENTAL	l		PAGE 81:
CAT	0B3 A0B3	-	CURRENT MONTH	CASH AND ACCRUED QUARTER TO DATE	EXPENDITURES FISCAL TO DATE	GRANT TO DATE	OUTSTANDING OBLIGATIONS
2 2 2 2	130 130 PAR 134 139	GRANTS AND SUBSID. T GRANTS AND SUBSID. T GRANTS OR PAYMENTS T OTHER, INCLUDING PAY	361,514.00	361,514.00	436,719.46	354.93- 1,243.98 1,088,313.98 84,067.05	34,067.09 24,794.54
		MAJOR OBJECT TOTAL	361,514.00	361,514.00	436,719.46	1,173,270.08	9,272.5
2	254	PAYROLL BILLING		8.00	100.80	206.40	
		MAJOR OBJECT TOTAL		8.00	4,424.86	11,054.34	
		CATEGORY TOTAL	361,514.00	361,522.00	501,404.24	1,556,187.94	8,826.67
		DIVISION TOTAL	361,514.00	361,522.00	601,706.69	1,755,164.35	8,826.67
CAT 2 2	DIVISÍ( OB) AOB) 134 139	SUBGRANT 1F3 FOO HIV PREV ON 60 LOCAL HE OBJECT TITLE - GRANTS OR PAYMENTS T OTHER, INCLUDING PAY	ALTH SERVICES  CURRENT MONTH	CASH AND ACCRUED QUARTER TO DATE	) EXPENDITURES FISCAL TO DATE	GRANT TO DATE 391,410.48 532,731.01	OUTSTANDING OBLIGATIONS
		MAJOR OBJECT TOTAL				924,141.49	
		CATEGORY TOTAL				924,141.49	
		DIVISION TOTAL SUBGRANT TOTAL	364,363.00	364,371.00	633,190.25	1,073,142.15 2,896,192.52	15,664.5
GRANT/SUBGRANT 1F3 000 AIDS PREVENTION PROJECT - STAT DIVISION 49 COMMUNICABLE AND ENVIRONMENTAL CAT OBJ AOBJ OBJECT TITLE							
		-	CURRENT MONTH	CASH AND ACCRUED QUARTER TO DATE	EXPENDITURES FISCAL TO DATE	GRANT TO DATE	OUTSTANDING OBLIGATIONS
2	134 137	GRANTS OR PAYMENTS T PAYMENTS FOR IN-SERV				21,817.34 975.00	
		MAJOR OBJECT TOTAL				22,792.34	
		CATEGORY TOTAL				33,809.05	
		DIVISION TOTAL SUBGRANT TOTAL GRANT TOTAL	364,363.00	364,371.00	633,190.25	157,145.17 157,145.17 3,053,337.69	15,664.5

# F. GRANT EXPENDITURES BY OBJECT REPORT (835-01) (See Exhibit 4-22)

The <u>Grant Expenditures By Object Report</u> (835-01) is a summary of all expenditures charged to a grant. The report includes additional detail of the grant's expenditures by providing summaries down to the subgrant and division levels.

- The report is produced during the periodic (generally monthly) closing process.
- The data source is the STARS Grant File.
- Information is provided for the State fiscal year (through the specified accounting date).

The 835-01 report can be used to prepare the financial status report and to reconcile the amounts drawn per the 833-01 report to the expenditures reported on the 835-01 report.

## **Report Grouping and Sorting**

- Grouping is by department, grant, subgrant, and division code within administering agency.
- Sorting is by major/minor/agency object code.

# **Report Details**

The report is comprised of the following data items:

Report Field Name	Full Name	<u>Description</u>
OBJ	Object code	The major and minor object code. ( <b>NOTE:</b> If a grant had expenditures prior to the time the grant file captured expenditures by object, they will appear under object XXX.)
AOBJ	Agency Object code	The agency object code.
OBJECT TITLE	Object Title	The title of the minor object code from the STARS D10 descriptor table.
CASH AND ACCRUED EXPENDITURES	Cash and Accrued Expenditures	The total expenditures for:
CURRENT MONTH		The month ending on the specified accounting date.
FISCAL YEAR TO DATE		The fiscal year through the specified accounting date.

Report Field Name	Full Name	<u>Description</u>
GRANT TO DATE		Inception of the grant through the specified accounting date.
ACCRUED LIABILITIES	Accrued Liabilities	The balance of all accrued liabilities charged against the grant.
OUTSTANDING OBLIGATIONS	Outstanding Obligations	The balance of all outstanding contract encumbrances (GL0450), contract requisitions (GL0451), requisitions (GL0452) and encumbrances (GL0453) charged against the grant.

# **Report Totals**

The report subtotals by major object, division, subgrant, and grant codes.

**NOTE:** Report 835-01 differs from Report 834-01 in the following ways:

- 1. The source of Report 835-01 is the grant file. The source of Report 834-01 is the operating file.
- 2. Report 835-01 lists the expenditures under the grants to which allocations were made. Report 834-01 lists the expenditures under the allocating grant.
- 3. Report 835-01 lists accrued liabilities separately. Report 834-01 includes accrued liabilities as expenditures.

# EXHIBIT 4-22 - GRANT EXPENDITURES BY OBJECT (835-01)

	STATEWIDE ACCOUNTING AND REPORTING SYSTEM DEPT OF HEALTH GRANT EXPENDITURES BY OBJECT COMMUNICABLE AND ENVIRON					
	GRANT/SUBGRANT 1F3 F00 HIV PRI	F HEALTH EVENTION PROJECT CCABLE AND ENVIRON	WMENTAL			
OBJ AOBJ		CASH CURRENT MONTH	AND ACCRUED EXPENDI FISCAL TO DATE	TURES GRANT TO DATE		OUTSTANDING OBLIGATIONS
134	GRANTS OR PAYMENTS TO OTHER	361,514.00	470,786.51	1,122,381.03	.00	.00
139	OTHER, INCLUDING PAYMENTS TO	.00	.00	.00	.00	.00
TOTAL	GRANTS AND SUBSIDIES	361,514.00	470,786.51	1,123,270.08	.00	.00
254	PAYROLL BILLING	.00	100.80	206.40	.00	.00
TOTAL	PROFESSIONAL SERVICES FROM O	.00	4,424.86	11,054.34	.00	.00
	DIVISION TOTAL	361,514.00	635,773.74	1,705,164.35	.00	.00
	GRANT/SUBGRANT 1F3 F00 HIV PRI	HEALTH EVENTION PROJECT HEALTH SERVICES				
OB3 AOB3	OBJECT TITLE	CASH CURRENT MONTH	AND ACCRUED EXPENDI FISCAL TO DATE	TURES GRANT TO DATE		OUTSTANDING OBLIGATIONS
134	GRANTS OR PAYMENTS TO OTHER	.00	.00	391,410.48	.00	.00
139	OTHER, INCLUDING PAYMENTS TO	.00	.00	.00	36,206.51	.00
TOTAL	GRANTS AND SUBSIDIES	.00	.00	391,410.48	36,206.51	.00
	DIVISION TOTAL	.00	.00	540,411.14	36,206.51	.00
	SUBGRANT TOTAL	364,363.00	667,257.30	2,313,461.51	36,206.51	.00
	GRANT/SUBGRANT 1F3 000 AIDS PF	F HEALTH REVENTION PROJECT CABLE AND ENVIRON				
OBJ AOBJ	OBJECT TITLE	CASH CURRENT MONTH	AND ACCRUED EXPENDI FISCAL TO DATE	TURES GRANT TO DATE	ACCRUED LIABILITIES	OUTSTANDING OBLIGATIONS
134	GRANTS OR PAYMENTS TO OTHER	.00	.00	23,870.46	2,053.12-	.00
137	PAYMENTS FOR IN-SERV TRNG. B	.00	.00	975.00	.00	.00
TOTAL	GRANTS AND SUBSIDIES	.00	.00	24,845.46	2,053.12-	.00
	DIVISION TOTAL	.00	.00	159,198.29	2,053.12-	.00
	SUBGRANT TOTAL	.00	.00	159,198.29	2,053.12-	.00
	GRANT TOTAL	364,363.00	667,257.30	2,472,659.80	34,153.39	.00

#### G. **MONTHLY GRANT TRANSACTIONS BY GRANT FIELD REPORT (836-01)** (See Exhibit 4-23)

The Monthly Grant Transactions by Grant Field Report (836-01) provides agencies with detail information regarding transactions, which processed in each grant field listed on the grant file, i.e., STARS Screen 66.

- The report is produced during the periodic (generally monthly) closing process.
- The data source is the STARS history file.
- Information is provided for transactions with process dates during the month ending on the specified accounting date.

This report may include any or all of the financial fields shown on **Exhibit 4-17**, grant file. The information is arranged with the grant field title, detail transactions, and a total of all transactions affecting that grant field. The 836-01 report can be used to review indirect costs and revenue and to reconcile the monthly expenditures to the 835-01 report.

To avoid unnecessary duplication, only the accrued expenditure transactions (Batch Type D) are printed. These transactions will print even if the associated cash expenditure takes place in the subsequent month. Transactions that post to both accrued expenditures and cash expenditures (Batch Types 8 and 9) do not print. Therefore, only cash expenditure transactions arising from accounting batches other than Batch Types D, 8 and 9 are reflected on the report under the caption cash expenditures.

## **Report Grouping and Sorting**

- Grouping is by department, grant, subgrant, division, and grant file financial field within administering agency.
- Sorting is by the file index number of each grant file financial field. Within each grant file field grouping, the transactions are listed in reverse order of process date/time (i.e., the most recent processed are listed first).

#### **Report Details**

The report contains the following data items for the transactions reported:

Report Field Name	Full Name	<u>Description</u>
BATCH	Batch Sequence Identification	Identifies each transaction in STARS. Composed of DPT/DIV thru SEQ described below.
DPT/DIV	Batch Department / Division	The originating department/division.
DATE	Batch Date	The date the batch was begun.
TYPE	Batch Type	A standardized batch classification code that identifies the type of transaction.
Volume 1	Last	Update Chapter 4 – Section 7

Report Field Name	Full Name	<u>Description</u>
NO	Batch Number	Agency-assigned batch control number.
SEQ	Batch Sequence Number	A sequential number assigned to each transaction record in a batch.
DI	Duplicate Record Indicator	Used to further identify the transaction when STARS reuses the batch sequence number, thereby making the record unique in STARS and preventing duplicate transaction records.
TRAN CODE	Transaction Code	The transaction code used on the transaction.
RI	Reverse Indicator	Identifies if the effect of the transaction code is to be reversed.
OBJ	Object	The three digit major / minor object code used on the transaction.
AGY OBJ	Agency Object	The three digit agency object code that may be used as a further breakdown of the major / minor object code.
SRC	Source	The three-digit revenue source code that identifies the type of revenue being recorded.
AGY SRC	Agency Source	The three-digit agency source code that may be used to further define the source of the revenue.
COST CENTER	Cost Center	The cost center code that is used to provide functional classification of transactions within a division.
CURRENT DOC NO	Current Document Number	A number, which may contain a maximum of nine digits, which is assigned by an agency or preprinted on the document to assist in identifying a transaction.
AMOUNT	Amount	The amount of the transaction.
VENDOR NAME	Vendor Name	The name of the payee (only shows on accrued expenditures).
DESCRIPTION	Description	Only shows if there is a description listed on the transaction in STARS.

# **Report Totals**

The report subtotals by grant file financial field.

# **EXHIBIT 4-23 - GRANT EXPENDITURES BY OBJECT (836-01)**

REPORT-ID: AG05B836-01 03/15/04 (17:21) PM	STATEWIDE ACCO MONTHLY GRANT	TATE OF TENNESSEI JUNTING AND REPOR TRANSACTIONS BY JTING DATE 02/29,	E RTING SYSTEM GRANT FIELD	DEPT OF HEA	ADMIN AGENCY 343.0 ALTH ADMINISTRATION PAGE 22
DEPARTMENT 343 DEPT OF HEALTH GRANT 1H3 SUB-GRANT FOO TUBERCULOSIS CONTR DIVISION 03 ADMINISTRATIVE SERBATCH	ROL PROGRAM A RVICES Y AGY COST	CURRENT		VENDOR NAME	
FED REVENUE			•		
343.01 02/17/04 Z D01 00001 0 153 343.01 02/13/04 Z D01 00017 0 153 343.01 02/11/04 Z D01 00017 0 153 343.01 02/06/04 Z D01 000027 0 153 343.01 02/09/04 Z D01 00015 0 153 343.01 02/02/04 Z D01 00015 0 153 343.01 02/27/04 Z D01 00002 0 153 343.01 02/27/04 Z D01 00001 0 153 343.01 02/27/04 Z D01 00002 0 153 343.01 02/20/04 Z D01 00002 0 153 343.01 02/25/04 Z D01 00003 0 153 343.01 02/25/04 Z D01 00003 0 153 TOTAL FED REVE	8011H0 57 8011H0 57 8011H0 57 8011H0 57 8011H0 57 8011H0 57 8011H0 57 8011H0 57 8011H0 57 8011H0 57	D163303 C D163295 C D163280 C D163258 C D163267 C D163225 C D163383 C D163331 C D163365 C	1.91- 2,422.50- 5,165.33- 385.55- 343.65- 1,832.00- 3,543.18- 230.00- 474.56- 2,198.00- 16,596.68-		ACH RECEIPTS ACH RECEIPTS ACH RECEIPTS ACH RECEIPTS ACH RECEIPTS ACH RECEIPTS ACH RECEIPTS ACH RECEIPTS ACH RECEIPTS ACH RECEIPTS ACH RECEIPTS ACH RECEIPTS
ENCUMBRANCES					
343.01 02/25/04 D T19 00003 0 103 092 343.01 02/25/04 D T19 00004 0 103 092 343.01 02/20/04 D T13 00037 0 103 109 343.01 02/02/04 D TT1 00033 0 100 092 343.01 02/02/04 D TT1 00034 0 100 092 343.01 02/02/04 D TT1 00028 0 100 092 343.01 02/02/04 D TT1 00032 0 100 092 343.01 02/02/04 D TT1 00037 0 103 109 TOTAL ENCUMBRA	57 57 57 57 57 57 57 57 57 57 57	7814420 7814416 7814420 7821395 7821395 7817641 7805659 7805664 7805608 7805654 7808784	549.00- 1,100.00- 210.00- 1,100.00- 2.52- 560.01- 1,274.74- 421.98- 2,908.60-	GEN-PROBE GEN-PROBE GEN-PROBE GEN-PROBE BOC GASES FISHER SCIENTIFIC FISHER SCIENTIFIC FISHER SCIENTIFIC FISHER SCIENTIFIC FISHER SCIENTIFIC BOC GASES	444600 444600 447496 446836 2253493 A33656974 A33656978 H40026026 A33656968 2253493
ACCRUED EXPENDITURES					
343.01 02/04/04 D T11 00037 0 103 109 343.01 02/10/04 D TT7 00021 0 126 092 343.01 02/10/04 D TT7 00022 0 126 092 343.01 02/02/04 D TT1 00032 0 100 092	57 57 57 57	7808784 7813966 7813967 7805654	20.00	BOC GASES GEN-PROBE GEN-PROBE FISHER SCIENTIFIC	2253493 A33656968
343.01 02/17/04 D TT1 00007 0 103 092 343.01 02/17/04 D TT1 00005 0 103 092 343.01 02/10/04 D TT6 00003 0 126 092 343.01 02/10/04 D TT6 00004 0 126 092 TOTAL ACCRUED CASH EXPENDITURES	57 57 57 57 57 EXPENDITURES	7814420 7814416 L13695 L13698	1,100.00 549.00 395.08 79.48 9,382.32	GEN-PROBE GEN-PROBE FISHER SCIENTIFIC FISHER SCIENTIFIC	444600 444600
317.99 02/20/04 M 581 00126 0 117 010 317.99 02/20/04 M 581 00127 0 117 015 317.99 02/20/04 M 581 00128 0 117 016 317.99 02/20/04 M 581 00129 0 117 020	57 57 57 57	34308 34308 34308 34308	1,989.09 60.61 50.80 153.12		20040214 20040214 20040214 20040214
317.99 03/08/04 M 581 00117 0 117 016 317.99 03/08/04 M 581 00116 0 117 015 317.99 03/08/04 M 581 00115 0 117 010 TOTAL CASH EXP	57 57 57	34308 34308 34308	63.50 .89 1,826.08 7,248.02		20040229 20040229 20040229 20040229

# H. DAILY GRANT DRAWDOWN REPORT (833-01) (See Exhibit 4-24)

The <u>Daily Grant Drawdown Report</u> (833-01) provides agencies with information on the amount of Federal and / or Other monies that should be drawn for a given grant or subgrant. The date to draw these funds is also included on the report. The 833-01 report also provides at the bottom of the report a recap of the Federal and Other funding amounts by cost center. The standard report frequency is daily. This report is divided by the effective month of the transactions involved for cash expenditures only. Accrued expenditures appear in the same period or month in which the warrant or ACH processed.

- The report is produced during each regular (weeknight) STARS Input, Edit and Update (IEU) process.
- The data source is the STARS History File.
- Information is provided for transactions that processed for the specified accounting date.

In accordance with the Department of Finance and Administration Policy 20, drawdowns must be made utilizing the Daily Grant Drawdown Report for all Federal assistance programs unless a different funding technique is specified by the Federal Cash Management Improvement Act (CMIA) Treasury – State Agreement. In addition, some funding techniques utilized by Federal assistance programs covered by the CMIA Agreement require the use of the Daily Grant Drawdown Report. The 833-01 report can also be used to document corrections to grant errors.

# **Report Grouping and Sorting**

• Grouping is by department, grant, subgrant, division, and accounting period codes within administering agency. (The accounting period code represents the <u>calendar</u> month [e.g., 02 is February] that corresponds to the affected accounting period.) The report subgroups and totals by the following Grant File fields:

Cash expenditures Indirect costs Advances to Program income

 Sorting within subgroups is by cost center, major/minor/agency object codes, and revenue source/agency source codes.

# **Report Details**

The report is composed of the following data items:

Report Field Name	Full Name	<u>Description</u>
TRAN CODE	Transaction Code	The transaction code used on the transaction.
RI	Reverse Indicator	Identifies if the effect of the transaction code is to be reversed.
BATCH	Batch Sequence Identification	Identifies each transaction in STARS. Composed of DPT/DIV thru SEQ described below.
Volume 1	Last U	
Accounting	Novembe	r 1, 2004 Page 83 of 114

Report Field Name	Full Name	<u>Description</u>
DPT/DIV	Batch Department / Division	The originating department/division.
DATE	Batch Date	The date the batch was begun.
TYPE	Batch Type	A standardized batch classification code that identifies the type of transaction.
NO	Batch Number	Agency-assigned batch control number.
SEQ	Batch Sequence Number	A sequential number assigned to each transaction record in a batch.
DI	Duplicate Record Indicator	Used to further identify the transaction when STARS reuses the batch sequence number, thereby making the record unique in STARS and preventing duplicate transaction records.
OBJ	Object	The three digit major / minor object code used on the transaction.
AGY OBJ	Agency Object	The three digit agency object code that may be used as a further breakdown of the major / minor object code.
SRC	Source	The three-digit revenue source code that identifies the type of revenue being recorded.
AGY SRC	Agency Source	The three-digit agency source code that may be used to further define the source of the revenue.
COST CENTER	Cost Center	The cost center code that is used to provide a functional classification of transactions within a division.
CURRENT DOC NO	Current Document Number	A number, which may contain a maximum of nine digits, which is assigned by an agency or preprinted on the document to assist in identifying a transaction.
AMOUNT	Amount	The amount of the transaction.
CASH EXPENDITURES	Cash Expenditures	The total of the Cash Expenditure transactions listed. Disbursement vouchers will not appear on the report until the associated printed warrant, ACH, or LGIP transaction is created.
ADVANCES TO	Advances To	The total of the advances to subgrantee transactions listed (if applicable).

Report Field Name	Full Name	<u>Description</u>			
TOTAL DIRECT EXPENDITURES	Total Direct Expenditures	The total of Cash Expenditures and Advances To transactions.			
INDIRECT COSTS	OSTS Indirect Costs The total of the indirect cost transalisted (if applicable).				
TOTAL EXPENDITURES	Total Expenditures	The total of total Direct Expenditures and Indirect Costs.			
TOTAL PROGRAM Total Program INCOME REVENUE Income Revenue		The total of all program income transactions (if applicable).			
RECAP SECTION					
TOTAL	Total	Total expenditure transactions (cash			

TOTAL EXPENDITURES	Total Expenditures	Total expenditure transactions (cash expenditures and advances to subgrantees).
LESS PROGRAM INCOME	Less Program Income	Total program income revenue.
NET EXPENDITURES	Net Expenditures	The difference between Total Expenditures and Program Income.
FEDERAL FINANCIAL PARTICIPATION %	Federal Financial Participation %	The Federal Funding Percentage recorded in the Grant Control Table.
FEDERAL FINANCIAL PARTICIPATION AMOUNT	Federal Financial Participation Amount	The amount of Net Expenditures <u>multiplied</u> <u>by</u> the Federal Funding Percentage.
OTHER FINANCIAL PARTICIPATION %	Other Financial Participation %	The Other Funding Percentage recorded in the Grant Control Table.
OTHER FINANCIAL PARTICIPATION AMOUNT	Other Financial Participation Amount	The amount of Net Expenditures <u>multiplied</u> by the Other Funding Percentage.
FINANCIAL PARTICIPATION	Financial Participation	A breakdown of the Federal Financial Participation Amount and Other Participation Amount by cost center.

# **Report Totals**

The report provides no subtotals or totals beyond those described above.

# **EXHIBIT 4-24 - GRANT DRAWDOWN REPORT (833-01)**

REPORT ID: AG05B833-01		S STATEWIDE A	TATE OF TENNESSEI	E PORTING SYSTEM	TENNCARE	ADMIN AGENCY 31	18.6
REPORT ID: AG058833-01  03/12/04 (18:57) D CYC DEPARTMENT 318 GRANT 34B SUB-GRANT 050 DIVISION 65 GRANT PERIOD 10 PERIOD	LEOO184 TENNCARE MEDICAID ADM TENNCARE ADMINISTRA /01/03 TO 09/30/04 03	DAILY ACCO TION	GRANT DRAWDOWN F JNTING DATE 03/1; FED FFY FED GRANT NUMB FED GRANTING / FED LOCATION FED CATALOG NO	REPORT 2/04 04 BER 5-0405TN048 AGY U.S. DEPARTMENT D 93.778	TENNCARE A	ADMINISTRATION PAGE N SERVICES	4
TRAN R BAT	/13/04 CH [ TYPE NO SEO ]	AGY OBJ OBJ	AGY COST SRC SRC CENTER	CURRENT DOC NO	AMOUNT		
530 318.65 03/09/04 702 318.65 03/09/04 702 318.65 03/09/04 702 318.65 03/09/04 702 318.65 03/09/04 702 318.65 03/09/04 702 318.67 03/08/04	9 601 00001 0 8 601 00007 0 8 601 00008 0 8 601 00003 0 8 601 00003 0 8 601 00009 0 8 C01 00010 0	08A 030 032 032 039 039	010 064 064 064 064 064	030904601 030904604 030904604 030904602 030904602 030904604 030804C07 030804C07 030804C02 030904603 030904603	273.31 176.64 105.00 311.10 7.00 18.00 8,329.56		
702 318.67 03/08/04 702 318.65 03/09/04 702 318.65 03/09/04 702 318.65 03/09/04	8 C01 00004 C 8 G01 00004 C 8 G01 00005 C 8 G01 00006 C	134   030   032   039   CA	118 160 160 160 SH EXPENDITURES	030804C02 030904G03 030904G03 030904G03	15,810.45 85.12 214.50 15.30 798,650.49		
		10	IAL DIKECI EXPENI	JITOKES	798,650.49		
015 318.65 03/08/04 015 318.65 03/08/04	C 072 00026 C	TO	880 EAP 118 880 EAP 118 FAL PROGRAM INCOM	625082520 625082518 ME REVENUE	5/5.00- 500.00- 1,075.00-		
			TOTAL EXPER LESS: PROV NET EXPENDI FEDERAL FIN FEDERAL FIN OTHER FINAN	NDITURES GRAM INCOME LITURES VANCIAL PARTICIPATIO VANCIAL PARTICIPATIO VCIAL PARTICIPATION VCIAL PARTICIPATION	798,650.49 1,075.00 797,575.49 N \$50.00 N AMOUNT 39 % 0.00 AMOUNT	9 0- 9 98,787.74 0.00	
		PT/DIV COS 18.65 18.65 18.65 18.65 18.65 18.65 18.65 18.65 18.65 18.65	FINANCIAL PAR T CENTER 010 064 066 067 081 092 111 112 113 118 160		OTHER AMOUNT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.		

## **APPENDIX**

# A. Transaction Codes that Post the Grant File – By Grant File Field

Following is a list of Grant File fields and the Transaction Codes (TC) that post to them. Appendix B lists the same information in Transaction Code order.

**NOTE:** A disbursement transaction is automatically followed by warrant-generated transaction. This subsequent transaction reverses some of the effects of the first (e.g., the disbursement results in an accrued expenditure and the warrant-generated transaction reverses the accrued expenditure and creates a cash expenditure). These warrant-generated transactions frequently have an impact on other components of the Grant File. Therefore, it is important to evaluate both transaction codes used in a disbursement in order to determine the total effect on the Grant File.

**GRANT AWARD-FED**eral (Grant File position 01)

Transaction Codes that Increase (credit)

010 Record or Increase a Federal Grant Award

Transaction Codes that Decrease (debit)

011 Decrease a Federal Grant Award

**GRANT AWARD-OTHER** (Grant File position 18)

Transaction Codes that Increase (credit)

008 Record or Increase Other Grant Awards

Transaction Codes that Decrease (debit)

009 Decrease Other Grant Awards

**REVENUE-FED**eral (Grant File position 02)

Transaction Codes that Increase (credit)

135 Record Departmental Revenue-Federal on a D.V.

151 Cash Deposit of Departmental Revenue-Federal

153 Record Departmental Revenue-Federal on a J.V.

342 Record Cash Collections for Energy Mgmt. Loans

344 Record Repayment of Energy Mgmt. Loans by J.V.

477 Increase Non-Operating Federal Revenue on a J.V.-FD 42&49

489 Record A Cash Deposit To Non-Operating Fed. Revenue-FD 49

546 Increase Departmental Revenue-Fed. Due to a Warrant Cancel.

798 Record a Cash Deposit to Non-Operating Federal Rev-FD 42

800 Record Deposit of Local Opt. Sales Tax in the Loc. Govt. Fund

822 Cancellation of Warrant Issued Orig. with T/C 820

Transaction Codes that Decrease (debit)

099 Record a Refund of Departmental Revenue-Federal

139 Reduce Dept. Revenue-Federal on A C.D.--GF Posts to Fed. Rev.

154 Reduction of Departmental Revenue-Federal on a J.V.

487 Decrease Non-Operating Fed Revenue on A J.V.-FD 42 & 49

523 Cancel A Warrant Where Dept. Revenue-Fed. Recorded Orig.

820 Refund of Non-Operating Fed. Rev.-FD 42 & 49

# **INDIRECT COST REV**enue (Grant File position 25)

Transaction Codes that Increase (credit)

039 Record Dept. Revenue-Federal on a J.V. For Indirect Costs

044 Cash Deposit of Dept. Revenue-Federal for Indirect Costs

Transaction Codes that Decrease (debit)

047 Reduce Dept. Revenue-Federal on a J.V. For Indirect Costs

#### REVENUE-OTHER (

(Grant File position 19)

#### Transaction Codes that Increase (credit)

023 Record Departmental Revenue-Other on a D.V.

025 Cash Deposit of Departmental Revenue-Other

026 Record Departmental Revenue-Other on a J.V.

029 Increase Dept. Revenue-Other Due to a Warrant Cancellation

038 Reduce Expenditures on a J.V. and Record Other Revenue in GF

209 Reduce Expenditures on a D.V. and Record Other Revenue in GF

143 Reduce Expend., Reins. a Cont. Enc., and Record Other Rev-GF

#### Transaction Codes that Decrease (debit)

022 Record a Refund of Dept. Revenue-Other

024 Reduce Dept. Revenue-Other on a C.D. -GF Posts to Local Rev.

027 Reduce Dept. Revenue-Other on a J.V.

028 Cancel a Warrant Where Dept. Revenue-Other was Recorded Orig

041 Increase Expend. on a J.V. And Reduce Other Revenue in GF

338 Cancel a Warrant for Original T/C 209

736 To Correct T/C 209 on a J.E.-Deleted from WW File

### **GRANTS REC**eivable -FEDeral

(Grant File position 03)

### Transaction Codes that Increase (debit)

425 Record a Federal Receivable and Reduce Expenditures

453 Record a Receivable from the Federal Govt. and Revenue

## Transaction Codes that Decrease (credit)

068 Record Payment against an Account Receivable - Federal

426 Reverse Original T/C 425

458 Reverse Accounts Receivable-Fed. Rev. - Orig. T/C 453

#### **GRANTS REC**eivable-**OTHER** (Grant File position 20)

#### Transaction Codes that Increase (debit)

063 Record Accounts Receivable from Local Governments

064 Record an Increase to Acct. Receiv. for Dept. Revenue-Other

21G Decr Allow for Doubtful Accts for AR for Reduction of Exp

21K Decr Allow For Doubtful Accts for AR for Dept Rev - Other

21N Increase AR and Reduce Prog Inc in GF on a JV

592 Record a Receivable for Reduction of Expenditure (0120)

665 Accounts Receivable for CPE

833 Record Interfund Receiv. & Reduct. of Acc. Exp.

#### Transaction Codes that Decrease (credit)

050 Reverse a Revenue Receivable - Other Local Revenue

070 Record Payment Against an Account Receivable-Local

21F Incr Allow for Doubtful Accts for AR for Reduction of Exp

21H Record Payment against an AR and Recognize Prog Inc in the GF 21J Incr Allow For Doubtful Accts for AR for Dept Rev - Other

21L Decrease AR and Recognize Prog Inc in GF on a JV

21M Record Bad Debt Expense and Decrease AR-Other

456 Reverse Accounts Receivable-Local for Orig. T/C 063

597 Reverse Receivables-Local for Original T/C 592

669 Reverse A/Rec for CPE-Orig TC 665

834 Reverse T/C 833

### **PROGRAM INCOME** (Grant File position 12)

Transaction Codes that Increase (debit)

015 Record Cash Deposits of Program Income

019 Record Receivables for Program Income from Local Govts.

021 Record Program Income on a Journal Voucher

092 Record Loan Repayments for the E & CD Comm. Devel. Pgm.

094 Deposit of Interest Earnings on Loans Payable for E & CD

21H Record Payment against an AR and Recognize Prog Inc in the GF

21L Decrease AR and Recognize Prog Inc in GF on a JV

21P Cancel a Warrant Issued with TC 020

216 Increase Loans Payable--E. & C. D. on a J.V.

237 Record Cash Collections of Accounts Receivable-Fund 17

485 Decrease Acct. Rec.-Loans-FD 17 On A J.V.

Transaction Codes that Decrease (credit)

020 Record a Refund of Program Income

145 Reduce Program Income on a C.D.

20F Refund Loan Repayment - E & CD Comm. Devel. Pgm.

21N Increase AR and Reduce Prog Inc in GF on a JV

428 Debit E&CD Loans Pay. on a J.V.

486 Increase Acct. Rec.-Loans-FD 17 On A J.V.

581 Reduce Program Income on a J.V. or J.E.

### **ADVANCES FROM** (Grant File position 10)

Transaction Codes that Increase (credit)

270 Record Deposits to Amounts Held in Custody-Conting. Rev.Fund

#### INTRA TRANSFERS IN (Grant File position 14)

Transaction Codes that Increase (credit)

012 Record Transfer into a Grant from Another Grant on JV or JE

## INTER TRANSFERS IN (Grant File position 23)

Transaction Codes that Increase (credit)

042 Record Inter-Transfers-In Have A Grant To Another Dept.

Transaction Codes that Decrease (debit)

007 Reduce Inter-Transfers-In Have A Grant To Another Dept.

## **OTHER ADDITIONS** (Grant File position 16)

Transaction Codes that Increase (debit)

033 Record Other Additions in the GF on a J.V.

Transaction Codes that Decrease (credit)

037 Reduce Other Additions in the GF on a JE

## IN KIND SerViCeS REVenue (Grant File position 21)

Transaction Codes that Increase (credit)

016 Record In-Kind Services for Grants

Transaction Codes that Decrease (debit)

017 Record a Decrease to In-Kind Services for Grants

#### REQUISITIONS

(Grant File position 04)

### Transaction Codes that Increase (debit)

- C51 Reestablish Contract Requisitions
- 052 Correct T/C 049 on a JV or JE for ACH Returns or JE's
- 059 Reduce Expenditures on a J.V. and Reinstate a Cont. Reg.
- 133 Reinstate Contract Requisitions on a D.V.--Mental Health
- 134 Reinstate Contract Requis. on a D.V. and Record Credit Memo
- 138 Reduce Expend. and Reinstate Contract Reg. on a C.D.- H.& E.
- 187 Reduce Accrued Exp. and Cr. Adv. To in GF (Org T/C On Adv 049)
- 287 Reinstate a Contract on a J.E.-Dec. Exp. on DF
- 290 Cash Depos. of a Ref. of GR. Adv. To Subgr.-Use with T/C 386
- 463 Reduce A Z Contract and Reinstate a Contract Requisition
- 484 Record a Cancellation for Original T/C 236
- 501 Record a Requisition
- 502 Record an Increase to a Current Requisition
- 509 Record a Contract Requisition
- 510 Record an Increase to a Contract Requisition
- 535 Cancel a Warrant and Reinstate a Contract Requisition
- 540 Reinstate a Contract Requisition for Amount Liquidated Orig.
- 565 Correct Requisitions Liquidated in Error
- 594 Increase a Contract Requisition on a J.V.

#### Transaction Codes that Decrease (credit)

- 048 Liquidate a Contract Reg and Record a P-4 Encumbrance
- 049 Record an Advance for a Contract Requisition-Restricted
- 102 Record Expenditures against Contract Requisitions
- 109 Record Cash Expend. on a J.V. Referencing a Contract Reguis.
- 124 Record Expenditures against Contract Req--No Vendor Required
- 20D Record Child Care Loan from Cash On Hand Use with TC 20E
- 236 Record Original Loan of Federal Loan Funds-Fund 17
- 238 Record Re-Loans for FD 17--From Other Than Orig. Fed. Money
- 242 Liquidate a Contract Requisition on a J.E.-Exp. Inc on DF
- 386 Inc. Cash Exp. On a C.D.; Lig. Cont. Reguis.-Use with T/C 290
- 438 Cancel a Warrant for Original T/C 133
- 441 Record Cash Exp. on a J.V.-Lig. Cont. Reg.-GF Post Adv To
- 455 Record Accrued Liab. against Contract Requisitions on a JV
- 462 Increase a Z Contract and Reduce a Contract Requisition
- 470 Establish a Z Contract and Liquidate an A Contract
- 500 Record an Encumbrance against a Requisition
- 503 Record an Increase to a Previously Established Encumbrance
- 505 Record a Cancellation to a Current Requisition
- 511 Record a Cancellation of a Contract Requisition
- 514 Record a Decrease to a Requisition
- 515 Record a Decrease to a Contract Requisition
- 723 Reduce Contract Requisitions in Financial Files-No DF Posted
- 748 Correct Files for Requisitions Liquidated by TOPS-No DF Ref
- 914 Record a Loan for the Child Care Facilities Loan Program
- C02 Record the Closing of Requisitions at Year-End
- C50 To Close Contract Requisitions at Year End

#### **ENCUMBRANCES**

(Grant File position 05)

#### Transaction Codes that Increase (debit)

- 045 Liquidate a Contract Enc & Record a P-4 Encumbrance
- 048 Liquidate a Contract Reg and Record a P-4 Encumbrance
- 128 Reinstate Contract Encumbrances on a D.V.--Mental Health
- 141 Reduce Expend. and Reinstate a Contract Enc. on a C.D.-H&E
- 142 Reduce Expend. on A J.V. and Reinstate a Contract Enc.
- 143 Reduce Expend., Reins. a Cont. Enc., and Record Other Rev-GF
- 177 Reduce Acc. Exp. and Credit Adv. To in GF (Org T/C on Adv 046
- 257 Correct Orig. T/C 046 on A J.V. or J.E.
- 286 Reinstate a Contract Encumbrance on a J.E.-Red. Exp. on DF
- 343 Warrant Cancellation for Original TC 097
- 440 Reduce Expenditures and Reinstate Encumb. on a J.E.
- 462 Increase a Z Contract and Reduce a Contract Requisition
- 470 Establish a Z Contract and Liquidate an A Contract
- 496 Record a Cancellation for Original T/C 091
- 500 Record an Encumbrance against a Requisition
- 503 Record an Increase to a Previously Established Encumbrance
- 506 Record a Contract Encumbrance
- 507 Increase a Previously Established Contract Encumbrance
- 516 Record an Encumbrance -- No Requisition or Contract Reference
- 517 Increase an Encumbrance No Requisition Referenced
- Reinstate an Encumbrance for Amount Liquidated Originally
- 533 Cancel a Warrant and Reinstate an Encumbrance
- 534 Cancel a Warrant and Reinstate an Encumbered Contract
- 539 Reinstate a Contract Encumbrance for Liquidation--C.W. or J.E
- 574 Reinstate an Encumbrance on a J.E.-Exp on DF Not Adjusted
- 593 Increase Contract Encumbrances on a J.V.
- 796 Increase Encumbrances (No DF Effect) on AP,AL,OF,SP,GF,PF
- 864 Reduce Expenditures and Reinstate Encumb. on a C.D.
- 947 Reverse Expend. for Accrued Liab. on Fund 73-Reest. Contract
- C52 Reestablish Contract Encumbrances for New FY
- C54 Establish Encumbrances in the New FY for Funds 12, 13, 31

# Transaction Codes that Decrease (credit)

- 045 Liquidate A Contract Enc & Record A P-4 Encumbrance
- 046 Record an Advance for a Contract Encumbrance-Restricted
- 091 Record Orig. Loans for E & CD Comm. Development Program
- 093 Record A Subsequent Loan of Funds to Local Govt.-E & CD Pgm.
- 097 Record a Grant of CDBG Funds to Local Govt.-E&CD No Receivab
- 100 Record an Expenditure Against an Encumbrance
- 103 Record an Expenditure Against a Contract Encumbrance
- 108 Record Expenditures on a J.V. Against Cy Encumbrances
- 110 Record an Expenditure against Contract Enc. on a J.V.
- 20P E&CD Grant of CDBG Funds To Local Gov't on a JV
- 223 Record a Receivable and Pay against a Contract Encumbrance
- 241 Liquidate a Contract Encumbrance on a J.E.-Exp. Increase DF
- 422 Decrease Contract Enc. On A J.E. No Exp. Effect in DF
- 450 Record Accrued Liab. against Contract Encumbrances on a JV
- 463 Reduce a Z Contract and Reinstate a Contract Requisition
- 479 Record an Accrued Liability against a Purchase Order
- 504 Cancel an Encumbrance
- 508 Cancel a Contract Encumbrance
- 512 Record a Decrease to an Encumbrance
- 513 Record a Decrease to a Contract Encumbrance
- 518 Liquidate an Encumbrance on a J.E.- Correct DF Expend.

- 566 Correct Posting for Encumbrances
- 722 Reduce Contract Encumb. in Financial Files-No DF Posted
- 779 Liquid. Amt. on a J.E. From an Enc.--DF Exp. Not Affected
- 797 Decrease Encumbrances (No DF Effect) on AP,AL,OF,SP,GF,PF
- 935 Record Payment Of Money to Counties for Loans
- 944 Record Expend. for Loans--Fund 73 on a J.V.
- 945 Record Accrued Liab. for Fund 73
- C10 To Close Contract Encumbrances at Year-End
- C53 Close Encumbrances for Funds 12, 13, 31

#### ACCRUED LIABilities

(Grant File position 22)

## Transaction Codes that Increase (credit)

- 123 To Record Accrued Expenditures and Interfund Payables
- 264 Record Accrued Liabilities
- 432 Must Use with T/C 585,464, or 495. Use on a CW, JV, or JE
- 465 Record Accrued Liability Credit Entries on A J.V.
- 495 Record Cancellation Of Original T/C 478
- 790 Reverse Orig. T/C 475 for a Warrant File Delete J.E.
- 825 Correct Accrued Liab. and Accrued Liab. Clearing on a J.E.
- 856 Post A/Liab. Reinstatement-Must Use with T/C 855
- 898 Record Accrued Liabilities as Other Payables
- 938 Record Accrued Liability Medicaid No DF Update

### Transaction Codes that Decrease (debit)

- 125 To Reverse T/C 123
- 289 Reverse Accrued Liability for Funds 12 And 13
- 424 Liquidate an Accrued Liability And Credit Accrued Exp.-J.E.
- 442 Reduce Accrued Liab.(No DF Ref.) and Credit Acc. Expend.
- 466 Reduce Accrued Liabilities on a J.E.
- 467 Reduce Accrued Liabilities on a J.V.
- 469 Reduce Accrued Liab. and Accrued Liab. Clearing--No DF Ref.
- 475 Record Payments against Accrued Liabilities
- 478 Record Payments against Accrued Liab. and Est. Receiv.-E&CD
- 716 Liquidate Accrued Liabilities on a J.V.-DHS-Use with T/C 468
- 762 Liquidate an Accrued Liability
- 764 Liquidate an Accrued Liability on a J.E.

#### **ACCRUED EXPEND**itures

(Grant File position 06)

#### Transaction Codes that Increase (debit)

- 046 Record an Advance for a Contract Encumbrance-Restricted
- 049 Record an Advance for a Contract Requisition-Restricted
- 091 Record Orig. Loans for E & CD Comm. Development Program
- 093 Record a Subsequent Loan of Funds to Local Govt.-E & CD Pgm.
- 097 Record a Grant Of CDBG Funds to Local Govt.-E&CD No Receivab
- 100 Record an Expenditure against an Encumbrance
- 102 Record Expenditures against Contract Requisitions
- 103 Record an Expenditure against a Contract Encumbrance
- 105 Record Expenditures for Direct Payments-Vendor Not Reg.
- 124 Record Expenditures Against Contract Req--No Vendor Required
- 126 Record a Direct Expenditure -- Vendor Number Required
- 236 Record Original Loan Of Federal Loan Funds-Fund 17
- 238 Record Re-Loans For FD 17--From Other Than Orig. Fed. Money
- 345 Record Energy Mgmt. Loans Paid by D.V.- (UT Or BOR)
- 414 Record Expense For Interest Due on Bond Anticipation Notes
- 444 Record Payments for Utility Relocation Loans
- 461 Generated LGIP Entry for T/C 177 & 187

- 475 Record Payments against Accrued Liabilities
- 478 Record Payments against Accrued Liab. and Est. Receiv.-E&CD
- 542 Reduce Warrants Payable--Warrant Writes for Net Entry Amount
- 598 Generated Warrant Entry for T/C 177
- 599 Generated ACH Entry for T/C 177
- 704 Reduce Wires Payable Wire Issued for Net Amount
- 713 Reduce LGIP Pay. Clearing Entry Records Net Amount
- 780 J.E. Tran. Used to Correct Orig. T/C 106 Deleted from WW
- 783 To Correct WW Record Deleted-Orig. T/C was 127--J.E. Entry
- 802 Record Payments to Local Govt. for State Shared Taxes
- 827 Record Refunds for Projects in FD 32 on a CD
- 835 Allocate Accrued Expenditures on a J.V.
- 882 Record Accrued Expenditures on a J.V.--LGIP Interfund Pay.
- 902 Record Expenditures for Construction -- Fund 34
- 914 Record a Loan for the Child Care Facilities Loan Program
- 923 Record a Direct Expenditure-Division of Accounts
- 930 Record Alloc. of Member's Interest Expense on a D.V.-Fund 50
- 935 Record Payment of Money to Counties for Loans
- 945 Record Accrued Liab. for Fund 73

#### Transaction Codes that Decrease (credit)

- 106 Record a Credit Memo from a Vendor on a D.V.
- 127 Reduction of Cash Expenditures on a D.V.--Use for a Net War.
- 128 Reinstate Contract Encumbrances on a D.V.--Mental Health
- 133 Reinstate Contract Requisitions on a D.V.--Mental Health
- 134 Reinstate Contract Requis. on a D.V. And Record Credit Memo
- 177 Reduce Acc. Exp. And Credit Adv. To in GF (Org T/C On Adv 046)
- 187 Reduce Accrued Exp.and Cr. Adv. To in GF (Org T/C On Adv 049) 20G Reduce Accrued Exp on a JV-No Project File Update
- 383 Collect Advances on a D.V.-No Cont Reinst.-A/R Est as Red.Ex
- 423 Reverse Accrued Interest on Bond Anticipation Notes
- 530 Record Warrant Issued for an Account Payable Outstanding
- 536 Generated Warrant Entry for T/C's046 & 049
- 538 Generated ACH Entry for T/C's 046 & 049
- 595 Generated LGIP Entry for T/C's 046 & 049
- 702 Record Wire Issued for Acct/Pay.-Inc. Cash Expds.
- 707 Generated Warrant Entry for T/C 802
- 708 Generated ACH Entry for T/C 802
- 709 Generated LGIP Entry for T/C 802
- 711 Record LGIP Issued for A/Pay.-Inc. Cash Expds.
- 770 Generated T/C's for Warrants GF Effect Expend. only
- 771 Generated T/C's for ACH GF Effect Expend. only
- 772 Generated T/C's for LGIP- GF Effect Expend. only
- 781 J.E. Tran. Correct Entry Deleted off WW- Orig Dr 0500 Cr0230
- 790 Reverse Orig. T/C 475 for a Warrant File Delete J.E.
- 836 Reduce Accrued Expenditures on a J.V.
- 947 Reverse Expend. for Accrued Liab. on Fund 73-Reest. Contract

#### **CASH EXPEND**itures

(Grant File position 07)

#### Transaction Codes that Increase (debit)

- 036 Record Increase to Expenditures for Cost Center Changes-JV
- 077 Record Expenditures on a C.D.
- 108 Record Expenditures on a J.V. against CY Encumbrances
- 109 Record Cash Expend. on a J.V. Referencing a Contract Reguis.
- 110 Record an Expenditure against Contract Enc. on a J.V.
- 114 Record Cash Expenditures on a J.V.--Reverse Not Allowed

- 117 Record Cash Expenditures on a J.V.--Restricted Use
- 146 Record Expenditures for State Match on Insurance on a C.D.
- 20P E&CD Grant of CDBG Funds to Local Gov't on a JV
- 217 Repay to Subgrantee, Prev Ref PY Fed GR Expd 812
- 221 Repay to Subgrantee, Prev Ref State PY Expd SRC 507
- 348 Record Energy Mgmt. Loans Paid by J.V.
- 386 Inc.Cash Exp. on a C.D.; Liq. Cont. Requis.-Use with T/C 290
- 393 Cancel a Warrant Issued with Orig. T/C 251
- 394 Cancel a Warrant Issued with Orig. T/C 229
- 409 Record Expenditures for Matured Bonds--J.V.
- 410 Record Expenditures for Matured Bond Interest Payable--J.V.
- 437 Record Const. Expend. & Receivables on a J.V.-Fund 34
- 438 Cancel a Warrant for Original T/C 133
- 468 Pay against an Acc. Liability on a J.V.-Must also use T/C716
- 493 JE to Correct Dep.-Orig T/C 212 (SRC 812,840)
- 497 JE to Correct Deposit -Orig T/C 211 (Source 507)
- 522 Warrant Cancellation for Orig. T/C's 106,127, 129
- 530 Record Warrant Issued for an Account Payable Outstanding
- 559 Record Expenditures Incurred through a Wire Transaction
- 702 Record Wire Issued for Acct/Pay.-Inc. Cash Expds.
- 707 Generated Warrant Entry for T/C 802
- 708 Generated ACH Entry for T/C 802
- 709 Generated LGIP Entry for T/C 802
- 711 Record LGIP Issued for A/Pay.-Inc. Cash Expds.
- 770 Generated T/C's for Warrants GF Effect Expend. only
- 771 Generated T/C's for ACH GF Effect Expend. only
- 772 Generated T/C's for LGIP- GF Effect Expend. only
- 785 Correct Warrants Payable for Cancellation to Wrong Fund-J.E.
- 807 Correct G/F Posting for FD 42--Increase Cash Exp in GF 837 Record Reversal of Inventory
- 844 Record Construction Expense & Rec. on a J.V.-FD 32
- 886 Record Cash Expenditures and Cr. Cash on a J.E.&J.V.-FoxPro
- 944 Record Expend. for Loans--Fund 73 on a J.V.

#### Transaction Codes that Decrease (credit)

- 035 Record Decrease to Expenditures for Cost Center Changes-J.V.
- 059 Reduce Expenditures on a J.V. And Reinstate a Cont. Reg.
- 072 Cash Deposit of a Refund of Expenditures
- 111 Record a Reduction of Expenditures on a J.V.-No Doc. Reinsta
- 122 Decrease Expenditures in a Cost Center for Labor Dist. Restr
- 138 Reduce Expend. and Reinstate Contract Req. on a C.D.- H.& E.
- 141 Reduce Expend. and Reinstate A Contract Enc. on a C.D.-H&E
- 142 Reduce Expend. on a J.V. and Reinstate a Contract Enc.
- 195 Decrease Expenditures in a Cost Center for Labor Dist. Restr 196 Decrease Expenditures in a Cost Center for Inventory Distrib
- 211 Deposit- State Share -Prev. FY Grant Expend. Source 507
- 212 Deposit-Fed Share-Prev. FY Grant Expend.-Source 812 or 840
- 229 Record Fed-Share of Prev FY Grant Exp on a D.V.-SRC 812,840
- 251 Record State Share of PY Grant Expend. on a D.V.-SRC 507
- 343 Warrant Cancellation for Original TC 097
- 351 Reduction of Expenditures Due to Investment Trans. Over Wire
- 397 Cancel a Warrant For Original T/C 842
- 440 Reduce Expenditures and Reinstate Encumb. on a J.E.
- 464 Reinstate Accrued Liabilities on a J.V.
- 484 Record a Cancellation for Original T/C 236
- 491 Cancel a Warrant Rtn of Prev. FY Grant Expd.-Source 507

- 492 Cancel a Warrant Rtn of Prev. FY Grant Expd -SRC 812, 840
- 494 JE to Correct Dep.-Orig TC Should Have Been 212 (SRC 812,840)
- 495 Record Cancellation of Original T/C 478
- 496 Record a Cancellation for Original T/C 091
- 498 JE to Correct Dep -Orig TC Should Have Been 211 (SRC 507)
- 531 Warrant Cancellation for Current Year Expenditures
- 533 Cancel a Warrant and Reinstate an Encumbrance
- 534 Cancel a Warrant and Reinstate an Encumbered Contract
- 535 Cancel a Warrant and Reinstate a Contract Requisition
- 542 Reduce Warrants Payable--Warrant Writes for Net Entry Amount
- 579 Record Reduction to Loans Payable & Expend.-E&CD-J.E.
- 585 Cancel a Warrant-Orig. T/C 475 Must also use T/C 432
- 704 Reduce Wires Payable Wire Issued for Net Amount
- 713 Reduce LGIP Pay. Clearing Entry Records Net Amount
- 752 Credit Entry for LD/CA Entries-Restricted
- 788 Correct Warrant Cancellation Error on a J.E.-Dr 0201 Cr 0510
- 827 Record Refunds for Projects in FD 32 on a Cd
- 831 Reduce Construction Expense & Receiv FD 32 on a JV
- 838 Establish Inventory Balances
- 846 Record Refunds for Projects in FDs 33,34 on a C.D.
- 855 Cash Refund of Accrued Liab. Payment-Must also use T/C 856
- 864 Reduce Expenditures and Reinstate Encumb. on a C.D.
- 887 Reduce Cash Expenditures and Dr. Cash on J.E.-FoxPro
- 895 Cancel a Warrant Issued with T/C 902
- 924 Cancel Original T/C 923

#### IN KIND SERVICES

(Grant File position 11)

Transaction Codes that Increase (debit)

016 Record In-Kind Services for Grants

Transaction Codes that Decrease (credit)

017 Record a Decrease to In-Kind Services for Grants

## **ADVANCES TO**

(Grant File position 09)

### Transaction Codes that Increase (debit)

- 441 Record Cash Exp. on a J.V.-Liq. Cont. Req.-GF Post Adv To
- 536 Generated Warrant Entry for T/C's046 & 049
- 538 Generated ACH Entry for T/C's 046 & 049
- 595 Generated LGIP Entry for T/C's 046 & 049
- 866 Increase Advances To on the GF on a J.E.

#### Transaction Codes that Decrease (credit)

- 052 Correct T/C 049 on a JV Or JE for ACH Returns or JE's
- 180 Collect Advances on a D.V.-Exp. in PY FY-GF Hit Adv To-812
- 257 Correct Orig. T/C 046 on a J.V. or J.E.
- 283 Collect St.Share Advances-GF Hits Adv To-Expen in PY FY-507
- 290 Cash Depos. of a Ref.OF GR. Adv. To Subgr.-Use with T/C 386
- 461 Generated LGIP Entry for T/C 177 & 187
- 598 Generated Warrant Entry for T/C 177
- 599 Generated ACH Entry for T/C 177
- 867 Decrease Advances To in the GF on a J.E.

#### **INTRA TRANSFERS OUT** (Grant File position 15)

Transaction Codes that Increase (debit)

013 Record Transfer-Out of a Grant to Another Grant-on JV or JE

**INTER TRANSFERS OUT** (Grant File position 24)

Transaction Codes that Increase (debit)

043 Record Inter-Transfers-Out of a Grant to another Dept. JV or JE

Transaction Codes that Decrease (credit)

053 Reduce Inter-Transfers-Out of a Grant to another Dept.

**OTHER DEDUCTIONS** (Grant File position 17)

Transaction Codes that Increase (credit)

030 Record Other Deductions in the GF on a J.V.

Transaction Codes that Decrease (debit)

005 Reduce Other Deductions on a J.V.

PAID TO GRANTOR (Grant File position 13)

Transaction Codes that Increase (debit)

014 Record a Repayment of Grant Funds to the Grantor

Record a Refund to Grantor-DV (OF Source Codes 812 Or 840)
Dec. Rev. and Inc. Pd to Grant. on a J.E-DV SRC S/BE 812/840
Decrease Revenue and Increase Paid To Grantor on a C.D.-812

Transaction Codes that Decrease (credit)

390 Inc. Rev. & Red. Pd to Grant. on a J.E.-(SRC S/Be 812/840)

552 Cancel Warrant for Refund to Grantor-SRC 812,840- Orig. TC 213

**INDIRECT COSTS** (Grant File position 08)

Transaction Codes that Increase (debit)

018 Record Indirect Cost

Transaction Codes that Decrease (credit)

034 Reduce Indirect Costs

AVAIL TO DRAW-FEDeral Computed: = [GRANT AWARD-FED] - [REVENUE-FED] - [INDIRECT

COST REV]

**AVAIL TO DRAW-OTHER** Computed: = [GRANT AWARD-OTHER] – [REVENUE-OTHER]

# B. Transaction Codes that Post the Grant File – By Transaction Code

TC	Transaction Code Description	Impact	on Grant File
	Transaction Code Description		on Grant File
	Reduce Other Deductions on a J.V.	Debit	Other Reductions
	Reduce Inter-Transfers-In of a Grant to Another Dept.	Debit	Inter Transfers In
	Record or Increase Other Grant Awards	Credit	
	Decrease Other Grant Awards	Debit	Other Grant Award
010	Record or Increase A Federal Grant Award		Federal Grant Award
011		Debit	Federal Grant Award
	Record Transfer Into a Grant from another Grant on JV or JE	Credit	Intra Transfers In
013	Record Transfer-Out of a Grant to another Grant - on JV Or JE	Debit	Intra Transfers Out
014	Record A Repayment of Grant Funds to the Grantor	Debit	Paid to Grantor
015	Record Cash Deposits of Program Income	Credit	Program Income
016	Record In-Kind Services for Grants	Debit	In Kind Services
		Credit	In Kind Services Revenue
017	Record a Decrease to In-Kind Services for Grants	Credit	In Kind Services
		Debit	In Kind Services Revenue
018	Record Indirect Cost	Debit	Indirect Costs
019	Record Receivables for Program Income from Local Gov'ts	Credit	Program Income
020	Record a Refund of Program Income	Debit	Program Income
021	Record Program Income on a Journal Voucher	Credit	Program Income
022	Record a Refund of Dept. Revenue - Other	Debit	Other Revenue
023	Record Departmental Revenue-Other on a D.V.	Credit	Other Revenue
024	Reduce Dept. Revenue-Other on a C.D GF Posts To Local Rev.	Debit	Other Revenue
025	Cash Deposit of Departmental Revenue - Other	Credit	Other Revenue
026	Record Departmental Revenue-Other on a J.V.	Credit	Other Revenue
027	Reduce Dept. Revenue-Other on a J.V.	Debit	Other Revenue
028	Cancel a Warrant where Dept. Revenue-Other was recorded	Debit	Other Revenue
029	Increase Dept. Revenue-Other due to a Warrant Cancellation	Credit	Other Revenue
030	Record Other Deductions in the GF on a J.V.	Credit	Other Reductions
033	Record Other Additions in the GF on a J.V.	Debit	Other Additions
034	Reduce Indirect Costs	Credit	Indirect Costs
035	Record Decrease to Expenditures for Cost Center Changes - J.V.	Credit	Cash Expenditures
036	Record Increase to Expenditures for Cost Center Changes – J.V.	Debit	Cash Expenditures
	Reduce Other Additions in the GF on a JE	Credit	Other Additions
038	Reduce Expenditures on a J.V. and Record Other Revenue in GF	Credit	Other Revenue
039	Record Dept. Revenue-Federal on a J.V. for Indirect Costs	Credit	Indirect Cost Revenue
041	Increase Expend. on a J.V. and Reduce Other Revenue in GF	Debit	Other Revenue
042		Credit	Inter Transfers In
043	Record Inter-Transfers-Out of a Grant to Another Dept - JV or JE	Debit	Inter Transfers Out
	Cash Deposit of Dept. Revenue-Federal for Indirect Costs	Credit	Indirect Cost Revenue
	Liquidate a Contract Enc & Record a P-4 Encumbrance	Credit	Encumbrances
	•	Debit	Encumbrances

TC	Transaction Code Description	Impost	on Grant Eila
TC	Transaction Code Description		on Grant File
046	Record an Advance for a Contract Encumbrance - Restricted	Credit	
0.47		Debit	Accrued Expenditures
	Reduce Dept. Revenue-Federal on a J.V. for Indirect Costs	Debit	Indirect Cost Revenue
048	Liquidate a Contract Req. and Record a P-4 Encumbrance	Credit	Requisitions
		Debit	Encumbrances
049	Record an Advance for a Contract Requisition - Restricted	Credit	Requisitions
		Debit	Accrued Expenditures
	Reverse a Revenue Receivable - Other Local Revenue	Credit	Other Receivables
052	Correct T/C 049 on a JV or JE for ACH Returns or JE's	Debit	Requisitions
		Credit	
053	Reduce Inter-Transfers-Out of a Grant to Another Dept.	Credit	Inter Transfers Out
059	Reduce Expenditures on a J.V. and Reinstate a Cont. Req.	Debit	Requisitions
		Credit	Cash Expenditures
063	Record Accounts Receivable From Local Governments	Debit	Other Receivables
064	Record An Increase To Acct. Receiv. for Dept. Revenue-Other	Debit	Other Receivables
068	Record Payment against an Account Receivable - Federal	Credit	Federal Receivables
070	Record Payment against an Account Receivable-Local	Credit	Other Receivables
072	Cash Deposit of a Refund of Expenditures	Credit	Cash Expenditures
077	Record Expenditures on a C.D.	Debit	Cash Expenditures
091	Record Orig. Loans for E & CD Comm. Development Program	Credit	Encumbrances
		Debit	Accrued Expenditures
092	Record Loan Repayments for the E & CD Comm. Devel. Pgm.	Credit	Program Income
093	Record a Subsequent Loan of Funds to Local GovtE & CD Pgm.	Credit	Encumbrances
		Debit	Accrued Expenditures
094	Deposit of Interest Earnings on Loans Payable for E & CD	Credit	Program Income
097	Record a Grant of CDBG Funds to Local GovtE&CD No Receiv.	Credit	Encumbrances
		Debit	Accrued Expenditures
099	Record a Refund of Departmental Revenue-Federal	Debit	Federal Revenue
100	Record an Expenditure against an Encumbrance	Credit	Encumbrances
		Debit	Accrued Expenditures
102	Record Expenditures against Contract Requisitions	Credit	Requisitions
	· · · · · · · · · · · · · · · · · · ·	Debit	Accrued Expenditures
103	Record an Expenditure against a Contract Encumbrance	Credit	Encumbrances
	. •	Debit	Accrued Expenditures
105	Record Expenditures for Direct Payments-Vendor Not Req.	Debit	Accrued Expenditures
106	Record a Credit Memo from a Vendor on a D.V.	Credit	Accrued Expenditures
108	Record Expenditures on a J.V. against CY Encumbrances	Credit	Encumbrances
		Debit	Cash Expenditures
109	Record Cash Expend. on a J.V. Referencing a Contract Req.	Credit	Requisitions
	, , , , , , , , , , , , , , , , , , , ,	Debit	Cash Expenditures
110	Record an Expenditure against Contract Enc. on a J.V.	Credit	Encumbrances
. •		Debit	Cash Expenditures
111	Record a Reduction of Expenditures on a J.VNo Doc. Reinstate.	Credit	Cash Expenditures
114		Debit	Cash Expenditures
117	Record Cash Expenditures on a J. VRestricted Use	Debit	Cash Expenditures
122	Decrease Expenditures in a Cost Center for Labor Dist. Restr	Credit	Cash Expenditures
Volu		O. Juli	•
	me 1 Last Update		Chapter 4 – Appendix B

TC	Transaction Code Description	Impact	on Grant File
123	To Record Accrued Expenditures and Interfund Payables		Accrued Liabilities
	Record Expenditures against Contract ReqNo Vendor Required	Credit	Requisitions
		Debit	Accrued Expenditures
125	To Reverse T/C 123	Debit	Accrued Liabilities
	Record a Direct Expenditure Vendor Number Required	Debit	Accrued Expenditures
	Reduction of Cash Expenditures on a D.VUse For A Net War.		Accrued Expenditures
	Reinstate Contract Encumbrances on a D.VMental Health	Debit	Encumbrances
		Credit	Accrued Expenditures
133	Reinstate Contract Requisitions on a D.VMental Health	Debit	Requisitions
		Credit	Accrued Expenditures
134	Reinstate Contract Req. on a D.V. and Record Credit Memo	Debit	Requisitions
		Credit	Accrued Expenditures
135	Record Departmental Revenue-Federal on a D.V.	Credit	
	Reduce Expend. and Reinstate Contract Req. on a C.D H.& E.	Debit	Requisitions
	' '	Credit	Cash Expenditures
139	Reduce Dept. Revenue-Federal on a C.D GF Posts to Fed. Rev.	Debit	Federal Revenue
141	·	Debit	Encumbrances
	·	Credit	Cash Expenditures
142	Reduce Expend. on a J.V. and Reinstate a Contract Enc.	Debit	Encumbrances
	·	Credit	Cash Expenditures
143	Reduce Expend., Reins. a Cont. Enc., and Record Other Rev-GF	Debit	Encumbrances
	·	Credit	Other Revenue
145	Reduce Program Income on a C.D.	Debit	Program Income
146	Record Expenditures for State Match On Insurance on a C.D.	Debit	Cash Expenditures
151	Cash Deposit of Departmental Revenue-Federal	Credit	Federal Revenue
153	Record Departmental Revenue-Federal on a J.V.	Credit	Federal Revenue
154	Reduction of Departmental Revenue-Federal on a J.V.	Debit	Federal Revenue
177	Reduce Acc. Exp. and Credit ADV. To in GF(Org T/C on ADV 046)	Debit	Encumbrances
		Credit	Accrued Expenditures
180	Collect Advances on a D.VExp. in PY FY-GF hit ADV To-812	Credit	Advances To
187	Reduce Accrued Exp. and CR. ADV.TO in GF-Org T/C on a DV 049	Debit	Requisitions
		Credit	Accrued Expenditures
195	Decrease Expenditures in a Cost Center for Labor Dist. Restr	Credit	Cash Expenditures
	Decrease Expenditures in a Cost Center for Inventory Distrib	Credit	Cash Expenditures
209	Reduce Expenditures on a D.V. and Record Other Revenue in GF	Credit	Other Revenue
20D	Record Child Care Loan From Cash On Hand - Use with TC 20E	Credit	Requisitions
20F	Refund Loan Repayment - E & CD Comm. Devel. Pgm.	Debit	Program Income
20G	Reduce Accrued Exp on a JV - No Project File Update	Credit	Accrued Expenditures
20P	E&CD Grant of CDBG Funds To Local Govt on a JV	Credit	Encumbrances
		Debit	Cash Expenditures
211	Deposit- State Share -Prev. FY Grant Expend. Source 507	Credit	Cash Expenditures
212	Deposit-Fed Share-Prev. FY Grant ExpendSource 812 or 840	Credit	Cash Expenditures
213	Record A Refund To Grantor-DV (OF Source Codes 812 or 840)	Debit	Paid to Grantor
216	Increase Loans PayableE. & C. D. on a J.V.	Credit	Program Income
217	Repay to Subgrantee, Prev Ref PY Fed GR Expd - 812	Debit	Cash Expenditures
Volu	me 1 Last Update		Chapter 4 – Appendix B

T0	Transaction Code Description	luan a a s	on Cront File
	Transaction Code Description		on Grant File
	Incr Allow For Doubtful Acets for AR for Reduction of Exp		Other Receivables
	Decr Allow For Doubtful Accts For AR for Reduction of Exp	Debit	Other Receivables
21H	Record Payment Against An AR and Recognize Prog Inc in the GF		Program Income
04.1		Credit	Other Receivables
	Incr Allow For Doubtful Accts for AR for Dept Rev - Other	Credit	Other Receivables
	Decr Allow For Doubtful Accts for AR for Dept Rev - Other	Debit	Other Receivables
21L	Decrease AR and Recognize Prog Inci GF on a JV	Credit	Program Income
0.48.4	D 10 10 17 17 10 10 10 10 10 10 10 10 10 10 10 10 10	Credit	
	Record Bad Debt Expense and Decrease AR-Other	Credit	Other Receivables
21N	Increase AR and Reduce Prog Inc in GF on a JV	Debit	Program Income
0.45	0 1 14 14 70 000	Debit	Other Receivables
	Cancel a Warrant Issued with TC 020	Credit	Program Income
221	Repay to Subgrantee, Prev Ref State PY Expd - SRC 507	Debit	Cash Expenditures
223	Record a Receivable and Pay against a Contract Encumbrance	Credit	Encumbrances
229	Record Fed-Share of Prev FY Grant Exp on a D.VSRC 812,840		Cash Expenditures
236	Record Original Loan of Federal Loan Funds-Fund 17	Credit	Requisitions
		Debit	Accrued Expenditures
237		Credit	Program Income
238	Record Re-Loans for FD 17From Other Than Orig. Fed. Money	Credit	Requisitions
044	Lin Material Contract Free when you at LE Fig. 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	Debit	Accrued Expenditures
241	Liquidate a Contract Encumbrance on a J.EExp. Increase DF	Credit	Encumbrances
242	Liquidate a Contract Requisition on a J.EExp. Inc on DF	Credit	•
251	Record State Share of PY Grant Expend. on a D.V SRC 507	Credit	Cash Expenditures
257	Correct Orig. T/C 046 on a J.V. or J.E.	Debit	Encumbrances
004	December 1 Accorded 1 Sch 1995		Advances To
264			Accrued Liabilities
270	Record Deposits to Amounts Held In Custody-Conting. Rev.Fund	Credit	Advances From
283	Collect St. Share Advances-GF hits ADV TO-Expen in PY FY-507	Credit	Advances To
286	,	Debit	Encumbrances
287	Reinstate a Contract Requisition on a J.EDec. Exp. on DF	Debit	Requisitions
289	•	Debit	Accrued Liabilities
290	Cash Depos. of a Ref. of GR. ADV.To SubgrUse With T/C 386	Debit	Requisitions
000	O   - W   ( O   -   T/O   O   -   -   T/O   O   -   -   -   -   -   -	Credit	Advances To
	Cancel a Warrant for Original T/C 209	Debit	Other Revenue
	Record Cash Collections for Energy Mgmt. Loans	Credit	Federal Revenue
343	Warrant Cancellation for Original TC 097	Debit	Encumbrances
044	B 1B 175 M 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Credit	Cash Expenditures
	Record Repayment of Energy Mgmt. Loans by J.V.	Credit	Federal Revenue
345	Record Energy Mgmt. Loans Paid by D.V (UT or BOR)	Debit	Accrued Expenditures
348	Record Energy Mgmt. Loans Paid by J.V.	Debit	Cash Expenditures
351	Reduction of Expenditures Due To Investment Trans. Over Wire	Credit	Cash Expenditures
383	Collect Advances on a D.VNo Cont ReinstA/R Est as Red. Ex	Credit	Accrued Expenditures
386	Inc. Cash Exp. on a C.D.; Liq. Cont. RequisUse with T/C 290	Credit	Requisitions
000	In a Day 0 Dad Dd Ta Orant an a LE (ODO O/D: 040/040)	Debit	Cash Expenditures
	Inc. Rev. & Red. Pd To Grant. on a J.E. (SRC S/Be 812/840)	Credit	Paid to Grantor
	Cancel a Warrant Issued with Orig. T/C 251	Debit	Cash Expenditures
Volu	me 1 Last Update		Chapter 4 – Appendix B

TC	Transaction Code Description	Impact	t on Grant File
	Cancel a Warrant Issued with Orig. T/C 229	Debit	Cash Expenditures
	Dec. Rev. and Inc. Pd To Grant. on a J.E-DV SRC S/Be 812/840	Debit	Paid to Grantor
	Cancel a Warrant for Original T/C 842	Credit	
409	-	Debit	Cash Expenditures
410	Record Expenditures for Matured Bond Interest PayableJ.V.	Debit	Cash Expenditures
414	Record Expense for Interest Due on Bond Anticipation Notes	Debit	Accrued Expenditures
	Decrease Contract Enc. on a J.E No Exp. Effect in DF		Encumbrances
423	·		Accrued Expenditures
424	Liquidate an Accrued Liability and Credit Accrued ExpJ.E.	Debit	Accrued Liabilities
	Record a Federal Receivable and Reduce Expenditures	Debit	Federal Receivables
	Reverse Original T/C 425	Credit	Federal Receivables
428	Debit E&CD Loans Pay. on a J.V.	Debit	Program Income
	•		Accrued Liabilities
	Must Use with T/C 585,464, or 495. Use on a CW, JV, Or JE		
437	real real real real real real real real	Debit Crodit	Cash Expenditures
43 <b>0</b>	Cancel a Warrant for Original T/C 133	Credit	Requisitions
440	Dadina Francistina and Dainetete Francisch On a 15	Debit	Cash Expenditures
440	Reduce Expenditures and Reinstate Encumb. On a J.E.	Debit	Encumbrances
111	December 5 On a LV Lin Court Day OF Dect ADV To	Credit	Cash Expenditures
441	Record Cash Exp. On a J.VLiq. Cont. ReqGF Post ADV To	Credit	Requisitions
440	Dad as Assaultial (Na DE Dat) as LOss III Assault	Debit	Advances To
	Reduce Accrued Liab.(No DF Ref.) and Credit Acc. Expend.	Debit	Accrued Liabilities
444	Record Payments for Utility Relocation Loans	Debit	Accrued Expenditures
450	Record Accrued Liab. Against Contract Encumbrances on a JV	Credit	
453	Record a Receivable from the Federal Govt. and Revenue	Debit	Federal Receivables
455	Record Accrued Liab. against Contract Requisitions on a JV	Credit	Requisitions
456	Reverse Accounts Receivable-Local for Orig. T/C 063	Credit	Other Receivables
458	<u> </u>		Federal Receivables
461	Generated LGIP Entry for T/C 177 & 187	Debit	Accrued Expenditures
	70	Credit	
462	Increase a Z Contract and Reduce a Contract Requisition	Credit	Requisitions
		Debit	Encumbrances
463	Reduce a Z Contract and Reinstate a Contract Requisition	Debit	Requisitions
404	D 1 4 4 4 4 11 1 1 1 1 1 1 1 1 1 1 1 1 1	Credit	Encumbrances
464		Credit	Cash Expenditures
465	Record Accrued Liability Credit Entries on a J.V.	Credit	
466	Reduce Accrued Liabilities on a J.E.	Debit	Accrued Liabilities
467	Reduce Accrued Liabilities on a J.V.	Debit	Accrued Liabilities
468	Pay Against an Acc. Liability on a J.VMust also use T/C716	Debit	Cash Expenditures
469	Reduce Accrued Liab. and Accrued Liab. ClearingNo DF Ref.	Debit	Accrued Liabilities
470	Establish a Z Contract and Liquidate an A Contract	Credit	Requisitions
		Debit	Encumbrances
475	Record Payments against Accrued Liabilities	Debit	Accrued Expenditures
		Debit	Accrued Liabilities
477	Increase Non-Operating Federal Revenue on a J.VFD 42&49	Credit	Federal Revenue
478	Record Payments Against Accrued Liab. and Est. ReceivE&CD	Debit	Accrued Expenditures
		Debit	Accrued Liabilities
Volu	me 1 Last Undate		Chanter 4 – Annendix B

TC	Transaction Code Description	Impact	on Grant File
479	Record an Accrued Liability Against a Purchase Order		Encumbrances
	Record a Cancellation for Original T/C 236	Debit	Requisitions
	·		Cash Expenditures
485	Decrease Acct. RecLoans-FD 17 on a J.V.	Credit	•
486	Increase Acct. RecLoans-FD 17 on a J.V.	Debit	Program Income
	Decrease Non-Operating Fed Revenue on a J.VFD 42 & 49	Debit	Federal Revenue
	Record a Cash Deposit to Non-Operating Fed. Revenue-FD 49	Credit	Federal Revenue
491	Cancel a Warrant - Return of Prev. FY Grant ExpdSource 507	Credit	Cash Expenditures
492	Cancel a Warrant - Return of Prev. FY Grant Expd -SRC 812, 840	Credit	Cash Expenditures
	JE to Correct DepOrig T/C 212 (SRC 812,840)	Debit	Cash Expenditures
	JE to Correct DepOrig TC should have been 212(SRC 812,840)	Credit	Cash Expenditures
495	Record Cancellation of Original T/C 478	Credit	Cash Expenditures
	•	Credit	Accrued Liabilities
496	Record a Cancellation for Original T/C 091	Debit	Encumbrances
		Credit	Cash Expenditures
497	JE to correct Deposit - Orig T/C 211 (Source 507)	Debit	Cash Expenditures
498	JE to correct Dep - Orig TC should have been 211 (SRC 507)	Credit	Cash Expenditures
500	Record an Encumbrance against a Requisition	Credit	Requisitions
		Debit	Encumbrances
501	Record a Requisition	Debit	Requisitions
502	Record an Increase to a current Requisition	Debit	Requisitions
503	Record an Increase to a previously established Encumbrance	Credit	Requisitions
		Debit	Encumbrances
504	Cancel an Encumbrance	Credit	Encumbrances
505	•	Credit	Requisitions
506	Record a Contract Encumbrance	Debit	Encumbrances
507	Increase a Previously Established Contract Encumbrance	Debit	Encumbrances
508	Cancel a Contract Encumbrance	Credit	Encumbrances
	Record a Contract Requisition	Debit	Requisitions
	Record an Increase to a Contract Requisition	Debit	Requisitions
	Record a Cancellation of a Contract Requisition		Requisitions
512	Record a Decrease to an Encumbrance	Credit	Encumbrances
513	Record a Decrease to a Contract Encumbrance	Credit	Encumbrances
	Record a Decrease to a Requisition	Credit	•
	Record a Decrease to a Contract Requisition	Credit	Requisitions
	Record an EncumbranceNo Requisition or Contract Reference	Debit	Encumbrances
517	Increase an Encumbrance - No Requisition Referenced	Debit	Encumbrances
	Liquidate an Encumbrance on a J.E Correct DF Expend.	Credit	
	Warrant Cancellation for Orig. T/C's 106,127, 129	Debit	Cash Expenditures
523	Cancel a Warrant Where Dept. Revenue-Fed. Recorded Orig.	Debit	Federal Revenue
530	Record Warrant Issued for an Account Payable Outstanding		Accrued Expenditures
<b>=</b> 0.4	W	Debit	Cash Expenditures
	Warrant Cancellation for Current Year Expenditures	Credit	Cash Expenditures
	Reinstate an Encumbrance for Amount Liquidated Originally	Debit	Encumbrances
533	Cancel a Warrant and Reinstate an Encumbrance	Debit	Encumbrances
		Credit	Cash Expenditures
Volu	me 1 Last Update		Chapter 4 – Appendix B

TC	Transaction Code Description	Impact	t on Grant File
534	-	Debit	Encumbrances
			Cash Expenditures
535	Cancel a Warrant and Reinstate a Contract Requisition	Debit	Requisitions
000	Cancer a Transant and Tremetate a Contract Trequestion	Credit	
536	Generated Warrant Entry for T/Cs 046 & 049		Accrued Expenditures
550	Constated Warrant Entry for 1703 040 & 043	Debit	Advances To
520	Generated ACH Entry for T/Cs 046 & 049	Credit	Accrued Expenditures
550	Generated ACT Entry for 1703 040 & 043	Debit	Advances To
<b>520</b>	Painetata a Contract Engumbrance for Liquidation C.W. or J.E.	Debit	Encumbrances
	Reinstate a Contract Encumbrance for Liquidation - C.W. or J.E		
540	Reinstate a Contract Requisition for Amount Liquidated Orig.	Debit	Requisitions
542	Reduce Warrants PayableWarrant Writes for Net Entry Amount	Debit	Accrued Expenditures
- 40		Credit	Cash Expenditures
	Increase Departmental Revenue-Fed. Due to a Warrant Cancel.		Federal Revenue
552	Cancel Warr. for Refund to Grantor-SRC 812,840 - Orig. TC 213	Credit	Paid to Grantor
559	Record Expenditures Incurred Through a Wire Transaction	Debit	Cash Expenditures
565	Correct Requisitions Liquidated in Error	Debit	Requisitions
	Correct Posting for Encumbrances	Credit	Encumbrances
574	Reinstate an Encumbrance on a J.EExp on DF Not Adjusted	Debit	Encumbrances
579	Record Reduction to Loans Payable & ExpendE&CD-J.E.	Credit	Cash Expenditures
581	Reduce Program Income on a J.V. or J.E.	Debit	Program Income
585	Cancel a Warrant-Orig. T/C 475 - Must Also Use T/C 432	Credit	Cash Expenditures
592	Record a Receivable for Reduction of Expenditure (0120)	Debit	Other Receivables
593	Increase Contract Encumbrances on a J.V.	Debit	Encumbrances
594	Increase a Contract Requisition on a J.V.	Debit	Requisitions
595	Generated LGIP Entry for T/C's 046 & 049	Credit	Accrued Expenditures
	•	Debit	Advances To
597	Reverse Receivables-Local for Original T/C 592	Credit	Other Receivables
598	_	Debit	Accrued Expenditures
	, , , , , , , , , , , , , , , , , , ,		Advances To
599	Generated ACH Entry for T/C 177	Debit	Accrued Expenditures
			Advances To
665	Accounts Receivable for CPE	Debit	Other Receivables
669	Reverse A/Rec For CPE - Orig TC 665	Credit	Other Receivables
	Record Wire Issued for Acct/Pay Inc. Cash Expds.		Accrued Expenditures
102	Trecord Wile issued for Accert by. The Obstr Expus.	Debit	Cash Expenditures
704	Reduce Wires Payable - Wire Issued for Net Amount	Debit	Accrued Expenditures
704	Reduce Wiles Fayable - Wile Issued for Net Amount		•
707	Compared Morrort Entry for T/C 202	Credit	Cash Expenditures
707	Generated Warrant Entry for T/C 802		Accrued Expenditures
700	0 / 140115 / / 7/0000	Debit	Cash Expenditures
708	Generated ACH Entry for T/C 802	Credit	Accrued Expenditures
		Debit	Cash Expenditures
709	Generated LGIP Entry for T/C 802	Credit	Accrued Expenditures
		Debit	Cash Expenditures
711	Record LGIP Issued for A/Pay Inc. Cash Expds.	Credit	Accrued Expenditures
		Debit	Cash Expenditures
713	Reduce LGIP Pay. Clearing - Entry Records Net Amount	Debit	Accrued Expenditures
Volu	me 1 Last Update		Chapter 4 – Appendix B

TC	Transaction Code Description	Impact	on Grant File
10	Transaction Code Description		on Grant File
716	Liquidate Accrued Liabilities on a J.VDHS - Use with T/C 468	Debit	Cash Expenditures Accrued Liabilities
	•		
	Reduce Contract Encumb. in Financial Files-No DF Posted	Credit	Encumbrances
	Reduce Contract Requisitions in Financial Files-No DF Posted	Credit	Requisitions
727		Debit	Paid to Grantor
736	To Correct T/C 209 on a J.E Deleted from WW File	Debit	Other Revenue
	Correct Files for Requisitions Liquidated by TOPS-No DF Ref	Credit	Requisitions
	Credit Entry for LD/CA Entries-Restricted	Credit	Cash Expenditures
	Liquidate an Accrued Liability	Debit	Accrued Liabilities
764	,	Debit	Accrued Liabilities
770	Generated T/C's for Warrants - GF Effect Expend. Only	Credit	•
		Debit	Cash Expenditures
771	Generated T/C's for ACH - GF Effect Expend. Only	Credit	Accrued Expenditures
		Debit	Cash Expenditures
772	Generated T/C's for LGIP- GF Effect Expend. Only	Credit	Accrued Expenditures
		Debit	Cash Expenditures
779	Liquid. Amt. on a J.E. from an EncDF Exp. Not Affected	Credit	Encumbrances
780	J.E. Tran. Used to Correct Orig. T/C 106 Deleted from WW	Debit	Accrued Expenditures
781	J.E. Tran. Correct Entry Deleted Off WW- Orig Dr0500 Cr0230	Credit	Accrued Expenditures
783	To Correct WW Record Deleted-Orig. T/C was 127J.E. Entry	Debit	Accrued Expenditures
785	Correct Warrants Payable for Cancellation to Wrong Fund-J.E.	Debit	Cash Expenditures
788	Correct Warrant Cancellation Error on a J.EDr 0201 Cr 0510	Credit	Cash Expenditures
790	Reverse Orig. T/C 475 for a Warrant File Delete J.E.	Credit	Accrued Expenditures
	•	Credit	Accrued Liabilities
796	Increase Encumbrances (No DF Effect) on AP,AL,OF,SP,GF,PF	Debit	Encumbrances
	Decrease Encumbrances (No DF Effect) on AP,AL,OF,SP,GF,PF	Credit	Encumbrances
	Record a Cash Deposit to Non-Operating Federal Rev-FD 42	Credit	Federal Revenue
	Record Deposit of Local Opt. Sales Tax in the Loc. Govt. Fund	Credit	Federal Revenue
	Record Payments to Local Govt. for State Shared Taxes	Debit	Accrued Expenditures
	Correct G/F Posting for FD 42Increase Cash Exp in GF	Debit	Cash Expenditures
	Refund of Non-Operating Fed. RevFD 42 & 49	Debit	Federal Revenue
	Cancellation of Warrant Issued Orig. with T/C 820		Federal Revenue
	Correct Accrued Liab. and Accrued Liab. Clearing on a J.E.		Accrued Liabilities
	Record Refunds for Projects In FD 32 on a CD	Debit	Accrued Expenditures
<b>-</b>		Credit	
831	Reduce Construction Expense & Receiv - FD 32 on a JV	Credit	•
	Record Interfund Receiv. & Reduct. of Acc. Exp.	Debit	Other Receivables
	Reverse T/C 833	Credit	Other Receivables  Other Receivables
	Allocate Accrued Expenditures on a J.V.	Debit	Accrued Expenditures
	Reduce Accrued Expenditures on a J.V.		Accrued Expenditures
	Record Reversal of Inventory	Debit	Cash Expenditures
	Establish Inventory Balances	Credit	Cash Expenditures
	Record Construction Expense & Rec. on a J.VFD 32	Debit	Cash Expenditures
	Record Refunds for Projects In FDs 33,34 on a C.D.		•
	·	Credit Credit	Cash Expenditures
	Cash Refund of Accrued Liab. Payment-Must also use T/C 856 Post A/Liab. Reinstatement-Must use with T/C 855	Credit	Cash Expenditures Accrued Liabilities
		Credit	
Volu	me 1 Last Update		Chapter 4 – Appendix B

TC	Transaction Code Description	Impact on Grant File	
864	Reduce Expenditures and Reinstate Encumb. on a C.D.	Debit	Encumbrances
		Credit	Cash Expenditures
866	Increase Advances-To on the GF on a J.E.	Debit	Advances To
867	Decrease Advances-To in the GF on a J.E.	Credit	Advances To
882	Record Accrued Expenditures on a J.VLGIP Interfund Pay.	Debit	Accrued Expenditures
886	Record Cash Expenditures and Cr. Cash on a J.E.&J.VFoxPro	Debit	Cash Expenditures
887	Reduce Cash Expenditures and Dr. Cash On J.EFoxPro	Credit	Cash Expenditures
895	Cancel a Warrant Issued with T/C 902	Credit	Cash Expenditures
898	Record Accrued Liabilities as Other Payables	Credit	Accrued Liabilities
902	Record Expenditures For Construction Fund 34	Debit	Accrued Expenditures
914	Record a Loan for the Child Care Facilities Loan Program	Credit	Requisitions
		Debit	Accrued Expenditures
923	Record a Direct Expenditure-Division of Accounts	Debit	Accrued Expenditures
924	Cancel Original T/C 923	Credit	Cash Expenditures
930	Record Alloc. of Member's Interest Expense on a D.VFund 50	Debit	Accrued Expenditures
935	Record Payment of Money to Counties for Loans	Credit	Encumbrances
		Debit	Accrued Expenditures
938	Record Accrued Liability - Medicaid - No DF Update	Credit	Accrued Liabilities
944	Record Expend. for LoansFund 73 on a J.V.	Credit	Encumbrances
		Debit	Cash Expenditures
945	Record Accrued Liab. for Fund 73	Credit	Encumbrances
		Debit	Accrued Expenditures
947	Reverse Expend. for Accrued Liab. on Fund 73-Reest. Contract	Debit	Encumbrances
		Credit	Accrued Expenditures
C02	Record the Closing of Requisitions at Year-End	Credit	Requisitions
C10	To Close Contract Encumbrances at Year-End	Credit	Encumbrances
C50	To Close Contract Requisitions at Year End	Credit	Requisitions
C51	Reestablish Contract Requisitions	Debit	Requisitions
C52	Reestablish Contract Encumbrances for New FY	Debit	Encumbrances
C53	Close Encumbrances for Funds 12, 13, 31	Credit	Encumbrances
C54	Establish Encumbrances in the New FY for Funds 12, 13, 31	Debit	Encumbrances

### C. GLOSSARY

**ACCRUED EXPENDITURES:** Expenditures for which no warrant has been written.

**ACCRUED LIABILITIES:** Costs of goods and services received in a particular State fiscal year for which no invoice was received to make payment during that particular State fiscal year. Because these are considered grant obligations similar to encumbrances, they are not reflected on the Schedule of Grant Activity Report (Report 830) until funds are expended.

**ADMINISTRATIVE COSTS:** Costs that benefit the operations of the entire agency, but cannot be identified to specific programs (e.g., purchasing staff's salary and benefits, equipment and supplies of administrative employees, utilities and rental space of administrative employees, etc.)

**ADVANCES FROM:** In the Grant File (C66), an account no longer used (it was once used to record advances from the federal government prior to expenditures).

**ADVANCES TO:** In the Grant File (C66), an account used to record advances to subgrantees.

**ALLOCATED DIRECT COSTS:** Costs that are simply program costs, which benefit more than one program, but do not fall under the criteria of administrative costs (e.g., salaries and benefits of program employees whose work benefits more than one program, utilities and rent expense of a program sharing a facility with other programs, contracts for services that benefits more than one program, etc.).

**ALLOCATING GRANT:** An artificial grant established in the STARS Grant Control Table to automatically allocate expenditures and revenues to (up to nine) real grants, based on fixed percentages. An Allocating Grant cannot allocate to another Allocating Grant.

**APPLICATION:** A request for financial support of a project/activity submitted to a federal agency on specified forms and in accordance with instructions provided by the federal agency awarding office.

**APPROVED BUDGET:** The financial expenditure plan, including any revisions approved by the awarding party for grant supported project or activity. The approved budget consists of Federal (grant) funds and non-Federal participation or Federal funds only and will be specified on the Notice of Grant Award and on any subsequent revised or amended award notice. Any expenditure charged to an approved budget that consists of both Federal and non-Federal shares are deemed to be borne by the grantee in the same proportion as the percentage of Federal/non-Federal participation in the overall budget.

**AVAILABLE TO DRAW-FEDERAL:** In the Grant File (C66), a calculated balance of the Grant Award-Federal less Revenue-Federal.

**AVAILABLE TO DRAW-OTHER:** In the Grant File (C66), a calculated balance of the Grant Award-Other less Revenue-Other.

**AWARD (GRANT AWARD):** The provision of funds or direct assistance in lieu of funds based on an approval application and budget to provide general financial assistance to an organization or an individual to carry out an activity or program.

**BUILDINGS AND EQUIPMENT:** When buildings or equipment is purchased, the costs incurred generally cannot be charged against the current operating expense of federal grants. However, the depreciation expense over the useful of the building or equipment, period mutually agreed upon, or specified by applicable statute and regulations may be charged against federal grants. In no case may both rent and depreciation expense be charged to a federal grant for the same space occupied and chargeable to the grant.

**BUDGET PERIOD:** The interval of time (usually 12 months) into which the project period is divided for budgetary and funding purposes.

**CASH EXPENDITURES:** Expenditures for which a warrant is written plus accrued liabilities paid in the current year, plus other transactions affecting cash (e.g., journal vouchers).

**CATEGORY:** This is an expenditure classification and is the level at which budget is controlled by STARS. Category 1 is Payroll (Above the Line), Category 2 is Other (Below the Line), and Category 3 is for non-operating (proprietary fund) expenses not directly related to the fund's primary service activities.

**CFDA NUMBER:** See Federal Catalog Number below.

**CLOSE DATE:** In the Grant Control Table (A26), the last Effective Date that transactions can post to the grant, and the last date the grant should appear on STARS grant reports.

**COMPETING CONTINUATION APPLICATION:** A request for financial or direct assistance to extend, for one or more additional budget periods, a project period that would otherwise expire. Competing continuation applications compete with other competing continuation, competing supplemental, and new applications of funds.

**COMPETITIVE SEGMENT:** The initial project period recommended for support (1 to 5 years), or each extension of the prior project resulting from the award of a competing continuation grant.

**COMPUTED BALANCE:** Pertaining to STARS Report 829, the result of finding total exp./commitments eligible to be drawn ((Cash/Acc. Exp. plus Indirect Costs plus Advances To less Program Income) x the federal share percentage) less Revenue Federal and less Indirect Revenue.

**CONTRACTING UNDER A GRANT:** A process whereby a grantee enters into a written agreement with a third party for the acquisition of property or services or the conduct of prescribed activities or function under the grant.

**COOPERATIVE AGREEMENT:** A financial assistance mechanism to be used in lieu of a grant when during performance substantial Federal programmatic involvement with the recipient is anticipated by the federal awarding office. Because the difference between cooperative agreements and grants is the degree of federal programmatic involvement, cooperative agreements may be referred to as grants due to the similar administrative requirements involved for each.

**COST:** Cost is determined on cash, accrual, or other basis acceptable to the federal grantor agency as a discharge of the grantee's accountability for federal funds. Allowable costs for a grant may include but are not limited to: accounting, advertising, advisory councils, audit service, bonding, budgeting, building lease management, central stores, communications, compensation for personal services, depreciation and use allowances, disbursing service, employee fringe benefits, employee morale, health, and welfare costs, exhibits, legal expenses, maintenance and repair, materials and supplies, memberships and subscriptions, motor pools, payroll preparation, personnel administration, printing and reproduction, procurement services, taxes, training and education, transportation, and travel, and other (automatic data processing, capital expenditures, management studies, and pre-agreement costs). Unallowable costs included bad debts, contingencies, contributions and donations, entertainment, fines and penalties, governor's expenses, interest and other financial costs, legislative expenses, and under recovery of costs under grant agreements.

**COST ALLOCATION:** The distribution of costs to programs in such a manner so the costs are approximately proportionate to the benefits received.

**COST ALLOCATION PLAN:** The documentation for identifying, accumulating, and distributing allowable costs under grants and contracts together with the allocation methods used.

**COST CENTER** (i.e., index code): A code that provides an agency with a breakdown of revenues and expenditures beyond the division level. The cost center can be used for a number purposes, including the following:

- 1. To reference a grant so that transactions coded against that particular cost center are in turn charged against the referenced grant.
- 2. To reference an allocating grant so that transactions coded against that particular cost center are in turn allocated to a maximum of nine grants.
- 3. To collect financial information for budget or federal reporting purposes.
- 4. To identify revenue by federal funding source.
- 5. To separate costs by contract.
- 6. To prepare interdepartmental and intradepartmental financial reports.
- 7. To record information by geographic location, organizational function, facility, or program function.
- 8. To perform automated cost allocation.

**COST OBJECTIVE:** This means a pool, center, or area established for the accumulation of cost. Such areas include organizational units, functions, objects, or items of expense, as well as ultimate cost objectives including specific grants, projects contracts, and other activities.

**DEPARTMENT:** In STARS, the 3-digit code assigned to the state agency. This is a required field to be entered when adding a grant to the Grant Control Table adding a grant to the Grant Control Table (A26).

**DEPARTMENTAL REVENUE:** Total amount of actual revenue collected by the department of services rendered (includes revenue sources 801, 812, 815, 830, 840, 850, 860, 880, 890).

**DESCRIPTION:** On the Grant Control Table (A26), a required code up to 40 characters long used to describe the grant.

**DIRECT ASSISTANCE:** A financial assistance mechanism whereby goods or services are provided to recipients in lieu of cash. Direct assistance generally involves the assignment of Federal personnel or the provision of equipment or supplies, such as vaccines.

**DIRECT COSTS:** Costs that can be specifically identified with a particular project or program. These generally include:

- 1. Compensation to employees for time and effort in executing the grant program.
- 2. Cost of material acquired for the grant.
- 3. Equipment and other approved expenditures.
- 4. Other items of expense incurred specifically to carry out the grant agreement.
- 5. Services furnished specifically for the grant program by other agencies.

**DISBURSEMENTS:** Payments by printed warrants, ACH, or LGIP.

**DRAWDOWN OF FEDERAL FUNDS:** The request and receipt of federal funds from a grant by electronic transfer (ACH), wire transfer, or U.S. Treasury check. Drawdowns must be made utilizing the STARS grants module. Unless disallowed by federal law or grant agreement, all drawdowns must be performed at least weekly.

**DUMMY GRANT:** – An artificial grant established in the STARS Grant Control Table that is used to document activity that is not related to a real grant.

**EFFECTIVE DATE:** The accounting date for a transaction. E.g., for a J.V. transaction recording the drawdown of grant funds by ACH, when the amount and receipt date are known by the agency, the effective date should be the Treasury date (when Treasury receives the funds and settles with its ACH bank.) If for some reason it is necessary to record a journal voucher with an effective date not equal to the actual receipt date, then the receipt date should be noted on the J.V.

**ENCUMBRANCES:** In the Grant file (C66), this includes outstanding Encumbrances (purchase orders) and Contract Encumbrances (agency contracts that have a specific vendor).

**ENDING BALANCE:** On STARS Report 830, Grant Activity Schedule, this is the Beginning Balance at the start of the year plus Receipts, plus Transfers in plus Other Additions less Expenditures less Paid to Grantor, less Transfers Out less Other Deductions:

**END DATE:** Entered on the Grant Control (A26) to indicate the effective end date of the grant.

**EXPENDITURES:** Decreases in net financial resources. Includes current operating expenses that require the current or future use of net current assets, debt service, and capital outlays.

**FEDERAL AGENCY:** In the Grant Control Table (A26), the four-digit code used for federal grantor agencies found in STARS Descriptor Table (Screen A23, Option AQ).

**FEDERAL CATALOG NUMBER:** Entered on the Grant Control Table (A26), this is the Catalog of Federal Domestic Assistance (CFDA) Number. It can be found on the Grant Award Notice or the grant application. For a current list of the CFDA numbers, see STARS Descriptor Table (Screen A23, Option AP). This is a required field to be entered when adding a grant to the Grant Control Table (A26).

**FEDERAL FINANCIAL ASSISTANCE:** Transfer of money, property, or other direct assistance to an eligible recipient to support or stimulate a public purpose authorized by statute.

**FEDERAL FUNDING FISCAL YEAR:** The first federal year (ending on September 30) for which funds were set aside to provide financial or direct assistance. This is a required field to be entered when adding a grant to the Grant Control Table (A26).

**FEDERAL GRANT AWARD:** The original federal grant amount adjusted for revisions.

**FEDERAL GRANT NUMBER:** Entered on the Grant Control Table (A26), this code of up to 14 alpha/numeric characters (found on the Grant Award) is used by the federal grantor agency to identify the grant. This is a required field to be entered when adding a grant to the Grant Control Table (A26).

**FEDERAL INSTITUTION:** A cabinet-level department or independent agency of the Executive Branch of the federal government or any component organization of such a department or agency.

**FEDERAL LETTER OF CREDIT NUMBER:** Entered on the Grant Control Table (A26), it is an eight-digit code assigned by the federal government that usually covers more than one grant. Some state agencies may have more than one letter of credit number. The number is also called the Federal Account Number.

**FEDERAL RECEIPTS:** This is federal revenue, on a cash basis, for a grant.

**FEDERAL SHARE EXPENDITURES/COMMITMENTS:** Pertaining to STARS Report 829, this is calculated by taking Net Expenditures/Commitments and multiplying it by the federal funding percentage stored in the Grant Control Table.

**FOREIGN INSTITUTION:** An institution located in a country other than the United States and its territories that is subject to the laws of that country, regardless of the citizenship of the proposed investigator.

**FUNDING DISTRIBUTION:** Entered on the Grant Control Table (A26), the funding distribution identifies grants that share in receipts/expenditures of a grant program. STARS allows amounts to be allocated up to nine different grants. If entered, this grant number is referred to as an allocating or "dummy" grant. Together the percentages must equal 100%.

**FUNDING FORMULA:** Entered on the Grant Control Table (A26), it identifies the federal share, state share, and other share of funding for a grant program identified in the Notice of Grant Award. The percentages are automatically applied to each transaction coded with a grant number and the Federal portion is calculated and reported to agencies daily. Together, percentages must equal 1.0000:

Federal Share (0.0000 to 1.0000) State Share (0.0000 to 1.0000) Other Share (0.0000 to 1.0000)

**GRANT:** A financial assistance mechanism whereby money and/or direct assistance is provided to carry out approved programs, services, and/or activities. A grant (as opposed to a cooperative agreement) is to be used during performance of the financially assisted activities. Grant can be classified on the basis of type of activity(ies) supported (research, training, service, etc.); degree of discretion allowed the awarding office (mandatory or discretionary); and/or method of determining amounts award (negotiated basis or formula)

**GRANT NUMBER:** In STARS, the three-digit code assigned to the grant by the state agency. This is a required field to be entered when adding a grant to the Grant Control Table (A26).

**GRANT-APPROVED PROJECT/ACTIVITIES**: Those activities specified or described in a grant application, plan, or other document that are approved by the federal awarding office for funding or changes subsequently approved by the federal awarding office.

**GRANT AWARD – FEDERAL:** In the Grant File (C66), contribution of funds from the Federal government to be used for a specific purpose. In STARS, these include direct grant awards from the Federal government and subgrants (or portions of subgrants) from other State grantee agencies that are funded in total by the Federal government.

**GRANT AWARD – OTHER:** In the Grant File (C66), direct grants that are funded in total or in part from agencies other than the Federal government or subgrants from other State grantee Agencies that are funded either in total or in part from any source other than the Federal government.

**GRANT CONTROL TABLE:** Screen A26 in STARS provides specific information about a grant.

**GRANT FILE:** Screen C66 in STARS provides balances for grant awards, revenue, receivables, requisitions, encumbrances, and expenditures.

**GRANT PERIOD:** The length of time the grant is in effect. This period is found in the grant control table.

**GRANT PROGRAM:** This means those activities and operations of the grantee that are necessary to carry out the purposes of the grant, including any portion of the program financed by the grantee.

**GRANTS RECEIVABLE** – **FEDERAL:** In the Grant file (C66), grant funds due from the federal government for goods or services performed by the state.

**GRANT SHADOW FILE:** This is screen C77 in STARS that takes the totals in the Grant File (C66) and adds the effects of currently pending transactions.

**GRANT TYPE:** In the Grant control Table (A26), this is a required field of either 1, 2, 3, or 4.

- 1 = Grant 100% funded entirely by one source federal, state, and/or other
- 2 = Grant 100% funded from a combination of federal, state, and/or other
- 3 = Allocating grant funded entirely by one source federal, state, or other
- 4 = Allocating grant funded from a combination of federal, state, and/or other

**GRANTEE:** The organizational entity or individual to which a grant (or cooperative agreement) is awarded and which is responsible and accountable both for the use of the finds provided and for the performance of the grant

supported project or activities. The grantee is the entire legal entity even if only a particular component is designated in the award document.

**GRANTOR:** The federal or other organizational entity that provides the financial assistance to the grantee.

**INDIRECT COST REVENUE:** Amounts received by the state in reimbursement for all or part of indirect costs incurred in the administration of a multi-funded program.

**INDIRECT COSTS:** Costs that cannot be identified with or charged to a specific grant. Recoveries of indirect costs are received by the State in reimbursement for all or part of indirect costs incurred in the administration of a grant. Statewide cost allocations (central services cost allocations) are considered an element of indirect costs.

**IN-KIND REVENUE/EXPENDITURES:** Pertaining to STARS Report 829, this is the balance of In-Kind Services shown in the Grant File (C66).

**IN-KIND SERVICES:** In the Grant File (C66), services used instead of State funds to match a grant and/or expenditures made by a third party in an area not directly related to the grant that is allowed as a match.

**IN-KIND SERVICES REVENUE:** In the Grant File (C66), this matches the amount for In-Kind Services as defined above. In-Kind Services Revenue is credited when In Kind Services is debited, and vice versa.

**INTRA TRANSFERS IN:** In the Grant File (C66), used to show transfers of funds into a grant program to fund federal expenditures.

**INTRA TRANSFERS OUT:** In the Grant File (C66), used to show interdepartmental transfers out of a grant.

**INTERDEPARTMENTAL GRANTS:** This is when a state agency awards a grant (subgrant) to another state agency. The funds being awarded by the state agency could have derived from either federal state, or local sources or a combination thereof.

**LAST PROCESS DATE:** In the Grant Control Table (A26), the last date the information was changed.

**LOCATION:** Entered on the Grant Control Table (A26), if the state agency uses a two-digit location code to identify where the grant money will be spent, such as a county.

**MAINTENANCE OF EFFORT:** A requirement contained in certain legislation, regulations, or administrative policies that a recipient must maintain a specified level of financial effort in the area for which federal funds will be provided in order to receive federal grant funds. This requirement is usually given in terms of a previous base-year dollar amount. In other words, it is the amount of State funding required for a grant. If entered on the Grant Control Table (A26), it is an information item only.

**MAJOR OBJECT:** The first two digits of an object code. This is the level below (expenditure) category for which budget is allocated. For example, within Category 1 (Payroll), there are 2 Major Objects: 01 = Wages and Salaries, and 02 = Employee Benefits.

**MATCHING:** Matching means the value of in-king contributions and the portion of the costs of a federally assisted project or program not borne by the federal government. Where match is not required by law or regulation, match may be administratively required by the federal awarding office. Costs used to satisfy matching requirements are subject to the same policies governing allowability as other costs under the approved budget.

**MINOR OBJECT:** The third and last digit of an object code. This is added to the major object to make up an object code that is keyed in during data entry. Within Major Object 01 for Wages and Salaries, there are 010 = Regular Salaries and Wages, 011 = Part-time Salaries and Wages, 012 = Longevity Pay, etc.

**MONITORING:** A process whereby the programmatic and business management performance aspects of a grant are reviewed by assessing information gathered from various reports, audits, site visits, and other sources.

**NET EXPENDITURES/COMMITMENTS:** Pertaining to STARS Report 829, this is the total of Cash/Accrued Expenditures plus Accrued Liabilities plus Encumbrances/Requisitions plus Indirect Costs plus Advances To less Program Income.

**NEW APPLICATION:** A request for financial or direct assistance for a project or program not currently receiving assistance from the awarding agency.

**NON-COMPETING EXTENSION:** Federal awarding agency approval of additional time not to exceed 12 mints to any budget period, including the final budget period, of a previously approved project period. The extension may be made with or without additional funds. Notice of extension must be made through the issuance of a revised Notice of Grant Award.

**NON-GOVERNMENTAL ORGANIZATION:** A public or private institution of higher education, a public or private hospital, an Indian tribe or an Indian trail organization, a quasi-public or private nonprofit organization, or a commercial organization.

**NOTICE OF GRANT AWARD:** The legally binding document that notifies the recipient and others that a grant or cooperative agreement has been made, contains or references all terms of the award, and documents the obligation of federal funds in the federal awarding agency's accounting system.

**OBLIGATIONS:** This is the total balance of all Requisitions, Encumbrances, Accrued Liabilities, Contract Encumbrances, and Contract Requisitions coded against a grant.

**OBJECT CODE:** An expenditure classification used to define the type of article purchased or service obtained.

**OTHER ADDITIONS:** In the Grant File (C66), adjustment-type transactions increasing a grant's balance that cannot be classified elsewhere. These include prior year recoveries, closeout adjustments, prior year adjustments, closeout adjustments, prior year adjustments, refunds from subgrantees, timing differences, and other miscellaneous adjustments.

**OTHER DEDUCTIONS:** In the Grant File, adjustment-type transactions decreasing a grant's balance that cannot be classified elsewhere. These include indirect cost adjustments, prior year adjustments, close adjustments, timing differences, and other miscellaneous adjustments.

**PAID TO GRANTOR:** In the Grant File (C66), this consists of amounts actually paid back to federal grantor agencies. Examples of Paid to Grantor are return of unexpended funds at the end of a terminated grant or return of funds for other reasons to the grantor at the grantor's request. It does not include funds transferred to another state agency. It also does not include payments for questioned costs. Disallowances are repaid with State funds and therefore, are not reflected on the Schedule of Grant Activity.

PERIOD SELECTION: Used on the Grant File (C66) to indicate time period desired for inquiry.

ITD Inception to Date of Grant (Number)

YTD Year to Date of Grant (Number)

PY Inception of Grant (Number) through prior fiscal year end

**PRE-APPLICATION:** A summary statement of the intent of the applicant to request federal funds. It is used by federal awarding agencies to determine the applicant's eligibility, determine how well the proposed project can compete with other similar applications, and eliminate any proposals that have little

or no chance for federal funding before applicants incur significant expenditures for preparing an application. Pre-applications may be required by federal awarding agencies.

**PROGRAM:** A coherent assembly of plans, project activities, and supporting resource contained within an administrative framework, whose purpose is to implement an organization's mission or some specific program related aspect of that mission.

**PROGRAM DIRECTOR/PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR:** An individual designated by the recipient to direct the project or program being supported by the grant. He or she is responsible and accountable to recipient organization officials for the proper conduct of the project or program. The organization is, in turn, legally responsible and accountable to the federal awarding agency for the performance and financial aspects of the grant-supported activity.

**PROGRAM INCOME:** Monies that are generated by the direct operation of the grant. These include but are not limited to (1) fees earned for services, (2) rental or usage fees such as those earned from the use of equipment purchased from grants funds, (3) third party reimbursements such as insurance payments, (4) funds generated by the sale of commodities such as educational materials, (5) income generated by the sale of real property, equipment, or supplies acquired for use under the grant, (6) patent or copyright royalties, (7) honoraria, and (8) jury duty. These revenues must be used to offset the expenditures of a program before any federal funds may be drawn down to fund expenditures.

**RECIPIENT:** The grantee or, where subgrants are authorized by law, the subgrantee that receives the federal financial assistance in the form of grants or cooperative agreements.

**REQUISITIONS:** In the Grant File (C66), this includes outstanding Requisitions (amount of funds reserved for the purpose of entering into purchase agreements) and Contract Requisitions (agency contracts that do not have a specific vendor).

REVENUE - FEDERAL: In the Grant File (C66), receipt of funds from the Federal government.

**REVENUE – OTHER:** In the Grant File (C66), receipt of funds from other than the federal government.

**REVENUE TYPE:** A STARS code representing a general type of revenue (e.g., 1 = taxes; 2 = licenses, fees, and permits; 3 = fines, etc.).

**SCHEDULE**: This is a required field to be entered when adding a grant to the Grant Control Table (A26). It should either be "1" if the grant should appear on the Schedule of Federal Financial Assistance, or "2" if the grant should appear on the Schedule of Federal Assistance Other than Grants.

START DATE: Entered on the Grant Control Table (A26) to identify the effective start date of the grant.

**STIPEND:** A payment made to an individual under a fellowship or training grant in accordance with preestablished levels to provide for the individual's living expenses during the period of training.

**SUBGRANT (SUBGRANT NUMBER):** In STARS, the 3-digit code assigned by the state agency to break down the grant beyond grant number.

**SUBRECIPIENT:** Recipient of grants from state departments or agencies other than cities, counties (and subdivisions thereof), and state colleges and universities.

**SUBSTANTIVE PROGRAMMATIC WORK:** The primary project activities for which grant support is provided and/or a significant portion of the activities to be conducted under the grant.

**SUPPLEMENTAL APPLICATION:** A request for an increase in support during a current budget period for expansion of the project's scope or research protocol or to meet increased administrative costs unforeseen at the time of the new, noncompeting continuation, or competing continuation application.

**SUSPENSION:** Temporary withdrawal of the grantee's authority to obligate grant funds pending corrective action by the grantee as specified by the federal awarding agency or a decision by the federal awarding agency to terminate the grant.

**TERMINATION:** Permanent withdrawal of a grantee's authority to obligate previously awarded grant funds before that authority would otherwise expire, including the voluntary relinquishment of that authority by the grantee.

**TERMS OF AWARD:** All legal requirements imposed on a grant by the federal government, whether by statute, regulation, or terms in the grant award document. Each Notice of Grant Award my include both standard and special provisions that are considered necessary to attain the objectives of the grant, facilitate post award administration of the grant, conserve grant funds, or otherwise protect the federal government interests.

**TOTAL PROJECT COSTS:** The total allowable cost incurred by the grantee institution to carry out an approved grant-supported project or activity, including costs charged to the federal awarding agency and cost contributed by the grantee as listed in the grant application or Notice of Grant Award and included in the Financial Status Report.

**UNDRAWN AWARD:** Pertaining to STARS Report 829, this is the Grant Award-Federal less the Federal Share of Expenditures/Commitments.

**UNLIQUIDATED OBLIGATION:** Outstanding balance of an encumbrance or requisition.

**WITHHOLDING OF SUPPORT:** A decision by the awarding office not to make a noncompeting continuation award within a previously approved project period.